

МИНИСТЕРСТВО НАУКИ И ВЫСШЕГО ОБРАЗОВАНИЯ И РОССИЙСКОЙ ФЕДЕРАЦИИ
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«СЕВЕРО-КАВКАЗСКИЙ ФЕДЕРАЛЬНЫЙ УНИВЕРСИТЕТ»

МЕТОДИЧЕСКИЕ УКАЗАНИЯ

к практическим занятиям

по дисциплине «Иностранный язык в сфере профессиональной
коммуникации»

для студентов направления подготовки

23.04.03 Эксплуатация транспортно-технологических машин и комплексов

(Направленность (профиль) «Техническая эксплуатация автомобилей»)

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Введение

Методические указания к практическим занятиям по английскому языку составлены в соответствии с Федеральным государственным образовательным стандартом высшего образования по направлению подготовки 23.04.03 Эксплуатация транспортно-технологических машин и комплексов, профиль подготовки: и программой дисциплины «Иностранный язык в сфере профессиональной коммуникации (английский)».

Основной целью методических указаний является организовать работу студентов на практических занятиях, изложить тематику, порядок выполнения заданий для формирования и совершенствования коммуникативной компетенции, уровень которой позволит практически использовать иностранный язык в сфере академической и профессиональной коммуникации.

В результате усвоения тем и разделов дисциплины «Иностранный язык (Английский) в сфере профессиональной коммуникации», работы на практических занятиях у обучающихся должна сформироваться способность применять современные коммуникативные технологии, в том числе на иностранном языке, для академического и профессионального взаимодействия (УК-4).

В результате освоения дисциплины обучающийся должен:

Знать:

- методы и технологии академической и профессиональной коммуникации на иностранном языке;
- основные нормы, стилистические особенности устной и письменной речи иностранного языка, необходимые для успешной коммуникации в сфере академической и профессиональной деятельности.

Уметь:

- следовать основным нормам, принятым в академическом и профессиональном общении на иностранном языке;
- использовать информационно коммуникационные технологии при поиске необходимой информации в процессе решения стандартных коммуникативных задач на иностранном языке;
- вести деловую переписку, учитывая особенности стилистики официальных и неофициальных писем, социокультурные различия в формате корреспонденции на

иностранном языке;

- использовать диалогическое общение для сотрудничества в академической и профессиональной сферах;
- представлять результаты академической и профессиональной деятельности на различных научных мероприятиях, включая международные.
- демонстрировать интегративные умения, необходимые для эффективного участия в академических и профессиональных дискуссиях.

Владеть:

- навыками анализа профессиональных текстов на иностранном языке;
- навыками критической оценки эффективности различных методов и технологий научной коммуникации на иностранном языке;
- методами и технологиями различных типов коммуникаций на иностранном языке при осуществлении профессиональной деятельности;
- основами делового иностранного языка;
- навыками выступления на научном семинаре, навыками ведения беседы, дискуссии в профессиональной сфере.

Методические указания содержат лексический материал, задания для выполнения, тексты, лексико-грамматические упражнения и задание на развитие речи.

При отборе текстового материала учитывалась информационная ценность текстов и их соответствие интересам студентов.

1. Методические рекомендации для подготовки к практическим занятиям

Успешно овладеть иностранным языком можно лишь в том случае, если заниматься языком систематически. Важной формой работы студента является систематическая и планомерная подготовка к практическому занятию. Студент должен познакомиться с планом практических занятий и списком обязательной и дополнительной литературы, которую необходимо прочесть, изучить и выполнить задания. Разъяснение по вопросам новой темы студенты получают у преподавателя в конце предыдущего практического занятия.

Подготовка к практическому занятию требует, прежде всего, чтения рекомендуемого материала и выполнения заданий. Важным этапом в самостоятельной работе студента является повторение материала предыдущего занятия. Одна из главных составляющих внеаудиторной подготовки – работа с учебником. Она предполагает систематическую работу, выполнение заданий по темам.

В конце каждой темы подводятся итоги, предлагаются темы для дискуссии, выносятся вопросы для собеседования. Как средство контроля и учета знаний студентов в течение семестра проводятся тестирования.

При разработке рабочей программы предусмотрено, что определенные темы изучаются студентами самостоятельно (см. *методические рекомендации по организации самостоятельной работы студента по данной специальности*).

Успешному осуществлению аудиторной работы способствуют собеседования. Они обеспечивают непосредственную связь между студентом и преподавателем (по ним преподаватель судит о трудностях, возникающих у студентов в ходе учебного процесса, о степени усвоения предмета, о помощи, какую надо указать, чтобы устранить пробелы в знаниях); они используются для осуществления контрольных функций.

2. Задания к практическим занятиям

Практическое занятие 1.

BUSINESS CONTACTS

Теоретическая часть

Данный лексический материал предназначен для знакомства и овладения специальными терминами, активному использованию предлагаемых слов и словосочетаний, подготовки к чтению, переводу и обсуждению текстов официально-делового стиля.

businesscard	визитная карточка
contact	контакт
greet	приветствовать
greeting	приветствие
introduce	представлять
introduction	представление
jobtitle	должность
legal	юридический
law	Закон
nationality	гражданство
qualification	квалификация
qualify	обладать квалификацией
software	программное обеспечение

Задание 1. Прочитайте и переведите текст:

Working in a foreign country

There is a new type of worker in today's global business

Today, more and more people travel in their job. Carlos Ghosn is a Brazilian businessman and he travels to different countries for his work. He is the head of the French car company Renault, and he spends 40 per cent of his time in Paris. He is also the head of Nissan, and he spends 35 per

cent of his time in Asia, in Tokyo. He spends 25 per cent of his time in other countries, such as the USA.

Some employees travel to different countries to work on projects. They are in a country until a project ends and then they return home. For example, many IT engineers live in India but work on projects in the UK and the USA. Other people live in a country but go to work every day in a different country. In Europe, workers regularly commute between Brussels, London and Paris. Plane tickets are not expensive and travel between the cities is easy with a European passport.

But is the increase in business travel a good thing? It is interesting for employees to meet different nationalities. It is also good for business to have contacts in different countries around the world. But there are also problems. Some employees spend a lot of time away from their home country and it is not easy for governments to decide exactly where workers should pay tax.

Задание 2. Найдите в тексте “Workinginaforeigncountry” следующую информацию:

- 1 Carlos Ghosn's nationality Brazilian
- 2 two companies that he works for _____
- 3 a city in Asia _____
- 4 three European cities _____
- 5 a country in Asia _____

Задание 3. Перечитайте текст “Workinginaforeigncountry” и определите, являются ли данные ниже утверждения истинными (true) или ложными (false):

- 1 Carlos Ghosn is the head of BMW. *false*
- 2 He travels between Asia, Europe and the USA.
- 3 Some workers travel to different countries to work on projects.
- 4 Indian software engineers work on projects in the UK.
- 5 It's difficult to travel between European cities.
- 6 It's interesting to meet people from different countries.
- 7 Contacts in different countries are good for business.
- 8 It isn't difficult to know what country to pay tax in.

Задание 4. Вставьте нужную форму глагола *to be*:

- 1 _____ you a student?
- 2 Ali _____ a student. He's an accountant.
- 3 Leo and Elena _____ from Russia.
- 4 I _____ Chinese.
- 5 _____ Mr Amery the head of the company?
- 6 We _____ from the USA We're British.
- 7 Dominique _____ an engineer.
- 8 _____ SMGP an Indian bank?

Задание 5. Вставьте нужную форму глагола *to be*. Используйте сокращенные формы там, где возможно:

John: _____ you Rob Shaw?

Rob: Yes, I _____.

John: Hi. I _____ John Devlin. I'm with Karlsco.

Rob: Hi, John. _____ Karlsco an American company?

John: No, it _____ a German company. You _____ with Retcorp, aren't you?

Rob: Yes, I _____. _____ you an engineer?

John: No, I _____. I _____ a sales manager.

Задание 6. Заполните пропуски данными ниже словами. Используйте неопределенный артикль *a / an* там, где необходимо:

Accountant, designer, architect, teacher, mechanic, salesperson, lawyer, receptionist

- 1 Laura is _____ - she helps people with legal problems.
- 2 Marco is _____ - he builds offices.
- 3 Stella is _____ - she's good with cars.

- 4 I'm _____ - I work with money.
- 5 Gregor and Sam are _____ - they give lessons at the college.
- 6 Philo is _____ - she's good at art.
- 7 Ronaldo and I work at Walmart - we're _____.
- 8 Helen is _____ - she welcomes visitors to the company.

Задание 7. Вставьте нужную форму глагола *to be* или артикль *a/an, the*:

- 1 A _____ you Desmond Drake?
- B No, I' _____ Howard Drake.
- 2 A Sabine and Martine _____ from France.
- B That's right. Sabine _____ from Paris.
- 3 A _____ you and George American?
- B No, we _____. We' _____ British.
- 4 A _____ Helma _____ designer?
- B No, she _____. She's _____ engineer.
- 5 A _____ Ravi and Ali accountants?
- B Yes, they _____. They work in _____ finance department.

Задание 8. Заполните пропуски названиями стран или национальностей:

- 1 Mariella is from Barcelona - she's _____.
- 2 Apple is an American company. It's based in _____.
- 3 Serona is an _____ company. It has offices in Rome and Milan.
- 4 Wei and Fang are _____. Their home is in Shanghai.
- 5 Elena is _____. She has an apartment in Moscow.
- 6 I often visit France on business, but I don't speak _____.
- 7 We have business contacts in Sao Paulo in _____.
- 8 Many _____ businesses have offices in Delhi.

Задание 9. Составьте вопросительные предложения:

- 1 you / from / are / Where ?
- 2 company / with / you / What / are ?
- 3 do / you / What / do ?
- 4 your / name / What's ?

Заполните пропуски составленными вопросами:

- 1 _____
Diego Rossini.
- 2 _____
Brazil.
- 3 _____
I'm a human resources manager.
- 4 _____
Hemingway Consultants - it's an American company.

Практическое занятие 2.

TEAMWORK

Теоретическая часть

Данный лексический материал предназначен для знакомства и овладения специальными терминами, активному использованию предлагаемых слов и словосочетаний, подготовки к чтению, переводу и обсуждению текстов официально-делового стиля.

colleague	коллега
communication	коммуникация
communicate	осуществлять коммуникацию
consultant	консультант
degree	уровень образования
opinion	мнение

PhD	доктор
team	команда
teamleader	лидер команды
teammember	член команды
teamwork	работа в команде
technology	технология

Задание 1. Прочитайте и переведите текст:

Teams with bright ideas

Better ways of working together

Teams are important in modern business. Many companies want all their employees to be good at teamwork and they want the CEO, directors and managers to be good at organizing teamwork.

In traditional teams, people usually work for the same company. Sometimes team members are from the same department and sometimes from different departments. Today, colleagues often work on international projects, and modern technology helps members of the team to communicate. People use the internet and video conferences to talk to each other when they are in different countries.

Teams are not always formal. Employees often meet with people from other departments at work, for example over coffee. These groups are not organised teams, but they are important. They network and talk about work, and they help to communicate information between departments.

Some companies have teams that meet in unusual places. Companies build rooms for teamwork so that these special teams can meet outside their normal office. The rooms look different from normal offices, for example painted in bright colours. Some managers think this helps teams to be creative. It is also important to have regular contact with other departments in the main company - such as design, marketing, production and finance. This sometimes helps the team to decide if an idea is good or bad.

Задание 2. Прочитайте текст “Teamswithbrightideas” и определите, являются ли данные ниже утверждения истинными (true) или ложными (false):

- 1 Modern companies want bosses to organize teams. *true*
- 2 Team members are always from the same country.
- 3 Teams are never informal.
- 4 Colleagues meet to discuss work.
- 5 Some teams meet away from the office.
- 6 It isn't important for teams to communicate with other departments.

Задание 3. Определите, какое из следующих предложений передает основную идею текста “Teamswithbrightideas”:

- a All managers are good at teamwork.
- b Modern teams are always formal.
- c There is more than one kind of team.

Задание 4. Укажите номер абзаца 1-4, который содержит следующую информацию:

interesting places for teams to meet	paragraph-----
groups of colleagues	paragraph-----
modern technology	paragraph -----
people who need to be good team members	paragraph-----

Задание 5. Соотнесите названия отделов с их определениями:

- | | |
|--------------|---|
| 1 Design | a makes products |
| 2 Marketing | b sells to customers |
| 3 IT | c buys products or services for the company |
| 4 Production | d deals with the company's accounts |
| 5 Finance | e hires new employees and organizes |

	training
6 Buying	f arranges artwork
7 Sales	g maintains the company's computer systems
8 Human Resources (HR)	h invents and develops new products
9 Research and Development (R&D)	i promotes products or services

Задание 6. Заполните пропуски названиями отделов из задания 5:

Hi Patrick

We want departments to work together to produce a new digital camera.

Please contact Philip from the _____ to organize the budget. It's also a good idea to speak to Maggie from the _____ department - ask her to organize a team to develop the product. She can talk to someone from _____ to buy parts. It's important to communicate with the _____ department, so that they know when to make the camera.

Finally, we need a team from _____ to promote the product, so can you contact Andrew?

Thanks Vanessa

Задание 7. Заполните пропуски данными ниже словами:

directors CEO employees staff manager colleagues boss personnel

1 A _____ makes important decisions and leads the company.

2 I enjoy my job because I like the people I work with. They are great _____.

3 We are pleased to welcome two new _____ to the board.

4 She's a good sales _____. She's in charge of sales teams in Belgium and France.

5 The _____ restaurant is open at 12:00pm for lunch.

6 My _____ is in charge of 14 people.

Задание 8. Раскройте скобки, используя правильную форму глагола в Present Simple:

a At midnight, I (write) a report and send it to the team.

b We (have) a video conference every Monday.

c My company (be) in London but I (work) with an international team.

d She (work) in Dubai.

e The team (have) a meeting every week.

Задание 9. Заполните пропуски, используя один из данных ниже глаголов в нужной форме:

have (x2) start (x2) work (x2) drive (x2) meet live

I _____ in a house with two people, Andrea and Rob. We _____ for the same company, but in different departments. Andrea is a design manager, and Rob _____ in HR. Andrea usually _____ to work because she _____ her job at 8:00am. Rob and I _____ work at 9:30am, so we often travel by train. On Friday, we all start at 9:00am and we _____ to the office together. Rob often goes out and _____ lunch in a restaurant, but Andrea and I usually _____ lunch at our desks because we're busy. On Thursday, we _____ colleagues from other departments after work.

Задание 10. Определите место наречий частотности в следующих предложениях:

a Colleagues work on international projects. OFTEN

b In traditional teams, people work for the same company. USUALLY

c This helps the team to decide if an idea is good or bad. SOMETIMES

d Teams are not formal. ALWAYS

Задание 11. Подчеркните правильную форму глагола в Present Simple:

1 Jacob *live* / *lives* in Manchester.

2 I *work* / *works* in the city centre.

3 We *catch* / *catches* the 7:50 train to work.

- 4 She *eat / eats* lunch in the staff restaurant.
- 5 You *have / has* eight members in your team.
- 6 He *leave / leaves* work early on Monday.

Задание 12. Найдите и исправьте ошибки в следующих предложениях. Не все предложения содержат ошибки:

- 1 Francis has a meeting on Friday always.
- 2 We usually have lunch in a cafe.
- 3 Kelly often is late for work.
- 4 I leave the office never at six o'clock.
- 5 The CEO is always in his office at 830.
- 6 They have sometimes a video conference in the morning.
- 7 We go to often team meetings.
- 8 Josh and Mia listen to other people's opinions never.

Задание 13. Соотнесите начало и конец предложений:

- | | |
|----------------------|-------------------|
| 1 This is | a a designer |
| 2 Pleased to | b art department |
| 3 Jan is | c the design team |
| 4 She works in the | d Jan Carlton |
| 5 She's in charge of | e meet you |

Практическое занятие 3.

COMPANIES

Теоретическая часть

Данный лексический материал предназначен для знакомства и овладения специальными терминами, активному использованию предлагаемых слов и словосочетаний, подготовки к чтению, переводу и обсуждению текстов официально-делового стиля.

base	база
company	компания
employee	сотрудник
employ	принимать на работу
employer	работодатель
factory	предприятие
headquarters	штаб-квартира
manufacture	производить
manufacturing	производство
manufacturer	производитель
profit	прибыль
profitable	прибыльный
retail	розничная продажа
retailoutlet	торговая точка
retailer	розничный торговец
sector	сектор
serviceindustry	индустрия обслуживания
specialise	специализироваться
specialist	специалист

Задание 1. Прочитайте и переведите текст:

Lookeast

An Italian success story

Luxottica makes sunglasses. It is an Italian company and 85% of its factories are in Italy. But less than 5% of Luxottica's sales are in its home country. Most of Luxottica's shops are in the USA. The company produces glasses for Chanel, Prada, Bulgari and other companies selling luxury goods. It also owns Ray-Ban sunglasses, and about 15% of the group's sales are from Ray-Ban.

Luxottica's main competitor is Safilo, another Italian glasses manufacturer. The big

difference between Luxottica and Safilo is that Safilo has 50 shops and Luxottica has nearly 5,500 shops.

Luxottica started as a manufacturing company. Today, they make more money from retail than from manufacturing. They specialise in glasses that cost £50 or more. This market is ten times more profitable than the market in cheap glasses.

The company has two big challenges in the future. The first challenge is China. At the moment, Luxottica has 250 shops there. But the company wants to double the number of shops to 500. The second challenge is the next chairperson. The company's founder is 70-year-old Mr Del Vecchio. At the moment, he is the chairperson and he owns 70% of the company. It is a family company, but Mr Del Vecchio's four children don't work for Luxottica. A new chairperson could make changes that turn Luxottica from a family company into a multinational.

Задание 2. Соотнесите цифры 1-6 с информацией, к которой они относятся а-f:

- | | | | |
|---|-----|---|---|
| 1 | 70 | a | the number of shops that the company wants in China |
| 2 | 5% | b | the minimum price of Luxottica's glasses |
| 3 | 15% | c | Mr Del Vecchio's age |
| 4 | £50 | d | group sales from Ray-Ban |
| 5 | 500 | e | Luxottica's manufacturing in its factories in Italy |
| 6 | 85% | f | Luxottica's sales in Italy |

Задание 3. Определите, в какой из следующих строк а-с лучше всего отражается тема статьи "Lookeast":

- a Designer glasses in China
- b The price of Italian sunglasses
- c A company that manufactures and retails glasses

Задание 4. Перечитайте текст " Lookeast" и определите, являются ли данные ниже утверждения истинными (true) или ложными (false):

- 1 Luxottica is a Chinese company. *false*
- 2 It doesn't sell products only in Italy.
- 3 Luxottica manufactures most of its glasses in the USA.
- 4 The company also produces glasses for other companies.
- 5 They make more profit from manufacturing than retail.
- 6 Luxottica doesn't have any competitors.
- 7 The company wants to open shops in China.
- 8 Mr Del Vecchio's children work for the company.

Задание 5. Из выделенных курсивом слов выберите подходящее по смыслу:

- 1 A multinational company is a large *organiser / organisation*.
- 2 Department stores *sale / sell* a lot of different *products / producers*.
- 3 Swatch is a watch *maker / make*.
- 4 Our office is in a *builder/ building* in Kowloon.
- 5 A lot of people in this country work in *manufacturing / manufacturer*.
- 6 Many *retails / retailers* buy direct from the factory.
- 7 Who is your main *compete / competitor* in the computer market?

Задание 6. Заполните пропуски данными ниже словами:

Manufacturer, retail outlets, competitor, produces, build, sell.

Mahindra and Mahindra (M&M) is a big tractor _____ in India. It _____ more than 68,000 tractors in its factories every year. Its main _____ is a company called TAFE, which produces 48,000 tractors. The companies _____ the tractors at home and also to the USA and Europe. M&M has 270 _____ in the USA. Now the company also plans to _____ factories in China.

Задание 7. Составьте предложения:

- 1 speaking / Sam / Hello, / Reynolds
- 2 Lorco / say / you / Sorry, / did ?

- 3 right / that's / Yes,
- 4 please / spell / you / Can / that, ?
- 5 say / again, / please / you / Could / that ?
- 6 your / help / Thanks / for

Задание 8. Сделайте следующие предложения отрицательными:

- 1 Ulla works in Lisbon.
- 2 The company has 200 employees.

- 3 We make computers.
- 4 Alice and Cheung sell mobile phones.
- 5 Kyle organises conferences.

Задание 9. Заполните пропуски, используя do, does, don't или doesn't:

- A _____ you work for Westfield Electronics?
- B No, I _____. I work for Danemart.
- A _____ Grace Davies work for Danemart?
- B Yes, she _____. She works in the marketing department.
- A _____ your company manufacture televisions?
- B No, it _____. It makes radios.

Задание 10. Заполните пропуски в вопросах 1-4, используя Who, How many, What или Where, и подберите на них ответы a-d:

- 1 _____ does the factory manufacture?
- 2 _____ does Ottwell have factories?
- 3 _____ people does the company employ?
- 4 _____ does the company sell to?

- a shoes
- b Turkey
- c 180
- d luxury shoe shops

Задание 11. Заполните пропуски, используя a, an или the:

- 1 Clive works for _____ bank in London. _____ Queen of England banks there.
- 2 Jardin Care is _____ Canadian company and _____ headquarters are in Toronto.
- 3 I can meet you at _____ station or you can get _____ taxi.
- 4 Wavetel is _____ big IT company with three finance directors. Geraldine is _____ finance director there.

Задание 12. Соотнесите вопросы 1-6 с ответами a-f:

- a The company is called/ It's called [ICI].
 - b It's based in [Toronto].
 - c It has offices / factories in [Poland].
 - d It's a [manufacturing] company.
 - e It makes / sells [cars].
 - f It employs [250] people.
- 1 What type of company is it?
 - 2 How many employees does it have?
 - 3 What is the company called? / Who do you work for?
 - 4 What does it do?
 - 5 Where is it based?
 - 6 Where are its factories?

Задание 13. Из выделенных курсивом слов выберите подходящее по смыслу:

Franco Martinez *are / is* the CEO of Webplan, and it is *a / the* successful internet company. Webplan *employs / employer* 5,000 people in Asia and Europe. Mr Martinez *always / does* arrives in the office at 8am. He has a glass of water because he *not / doesn't* drink tea or coffee. Then he

read / reads his emails. He has a meeting with *a / the* marketing department at 10am every day. He doesn't often *has / have* lunch. He has a sandwich at his desk. In *the / an* afternoon he meets the design team. The employees at Webplan never *don't work / work* after 6pm.

Задание 14. Сделайте следующие предложения отрицательными (-) или вопросительными (?):

- 1 Luxottica makes glasses. (?)
- 2 The CEO lives in Germany. (-)
- 3 They have offices in Tokyo. (?)
- 4 We manufacture Porsche cars in India. (-)
- 5 You work in the USA. (?)
- 6 Fiat employ 12,000 people. (-)
- 7 I have Hani's address. (?)
- 8 Mr and Mrs Sanz live in Berlin. (-)

Задание 15. Заполните пропуски в тексте данными ниже словами (первая буква слова указана):

<i>manufacture</i>	<i>manufacturing</i>
<i>products</i>	<i>production</i>
<i>sales</i>	<i>sells</i>
<i>staff</i>	<i>produces</i>

Vinway International is a m_____and retail company. It p_____electrical equipment and it s_____ its p_____in shops in Europe and Asia. We m_____digital radios. We have a good p_____ department and s_____department. We are a small company with good managers and s_____.

Задание 16. Заполните пропуски следующими фразами:

It employs... *It's a...* *It's based in...*
It sells... *The company...* *is called...*
It has offices in...

1. ... Raven Ltd.
2. ... Bristol, in the UK.
3. ... Europe and the USA.
4. ... retail company.
5. ... clothes.
6. ... 120 people.

Практическое занятие 4. PROJECTS AND SOLUTIONS

Теоретическая часть

Данный лексический материал предназначен для знакомства и овладения специальными терминами, активному использованию предлагаемых слов и словосочетаний, подготовки к чтению, переводу и обсуждению текстов официально-делового стиля.

aim	цель
budget	бюджет
deadline	срок исполнения
labour	труд
materials	материалы
project	проект
project manager	руководитель проекта
research	исследования
schedule	график
stage	этап

Задание 1. Прочитайте и переведите текст:

Projectanalysis

Theimportance of managing projects well

George Stephenson built a railway from Liverpool to Manchester in the 1820s. It was 45 per cent over budget and there were a lot of delays. Today, it is still difficult to manage big projects. The construction of Wembley Stadium, the home of English soccer, was £750m (\$1.4 billion) over budget and the project finished late.

Smaller projects can also have problems. Research shows that IT projects often have problems with budgets and deadlines. In 2004, the cost of IT projects was usually 56 per cent more than the budget, and most projects took 84 per cent more time than planned.

Some projects fail because the work takes longer than planned. Sometimes the cost of labour or materials is more than the agreed budget. But good project management can increase a company's profits. A big German company decided to improve its project management, and the result was that it added one billion euros per year to its profits.

Project management isn't a new science. It has an international association, the Project Management Institute (PMI), based in Pennsylvania, USA. The PMI sets professional exams that thousands of people take every year. It has 150,000 members in 150 countries. All of the members are specialists in managing projects.

So, it is possible for big projects to succeed. The Saudi-Aramco Haradh gas pipeline is one example. The \$2 billion project finished six months early and 27 per cent under budget. The project manager and the client were both very happy.

Задание 2. Отметьте галочкой упомянутые в тексте проекты:

☐ retail ☐ construction ☐ electronics ☐ IT ☐ education

Задание 3. Перечитайте текст “Projectanalysis” и определите, являются ли данные ниже утверждения истинными (true) или ложными (false):

- 1 George Stephenson's project finished on time. *false*
- 2 Many big projects have problems.
- 3 IT don't have problems with deadlines.
- 4 IT projects are often more than 50 per cent over budget.
- 5 Some projects fail because they are late or have unexpected costs.
- 6 The PMI has members in different countries.
- 7 The Haradh gas project cost more than the planned budget.

Задание 4. Выпишите из текста все глаголы в PastSimple.

Задание 5. Используйте глаголы в скобках в PastSimple:

Three Canadian students(work) together on a college project last year and their idea (make) them a million dollars in ten months. IT students Carl Newman, Elizabeth New and Janet Collins (start) a website to help people with computer problems. Their teachers (say) that it (be) a good idea. More and more people from all around the world (visit) the website. In June they (sell) the idea to an international media corporation. Their college course (finish) three months ago. Now the three friends live in Toronto and have a successful IT company.

Задание 6. Заполните пропуски, используя предлогиin, on, atтам, где необходимо:

- 1The project started ... May 2007.
- 2 Are you free ... Monday morning?
- 3 Charles visited the factory ... last February.
- 4 What do you usually do ...New Year's Day?
- 5 Ask Sunil to finish the budget ... the morning.
- 6 The client wanted to see the plans ...three thirty.

Задание 7. Заполните пропуски, используя данные ниже слова:

International, more, client, late, succeeded, failed

- 1 QLD has offices in New York, Rio and Paris. It's an ...company.
- 2 This IT project is expensive because the ... keeps changing the plans.
- 3 Grace doesn't like to be ... so she always arrives five minutes before the meeting starts.

- 4 The project ... because we had an excellent team.
- 5 Patricia never studies; she ... her engineering exams last week.
- 6 The price of materials is high, so we need ... money in the budget.

Задание 8. Подчеркните предлог, который не может использоваться с данным словом:

- 1 under behind over on **budget**
 2 on ahead of in behind **schedule**

Задание 9. Замените следующие слова и фразы, используя один из предлогов + существительное из задания 8:

- 1 on time _____
- 2 late _____
- 3 early _____
- 4 at the money available _____
- 5 more than the money available _____
- 6 less than the money available _____

Задание 10. Заполните пропуски предлогами *in, on, at* там, где необходимо:

- 1 They started the meeting _____ 10am.
- 2 Francis went to Geneva _____ July.
- 3 I'm flying to Bucharest _____ this afternoon.
- 4 Did you go to the gym _____ last night?
- 5 He can see you _____ Thursday afternoon.
- 6 Give me the report _____ the morning.
- 7 I went to the cinema _____ the weekend.
- 8 Is Gerard free _____ Tuesday, 16th May?
- 9 They finished the building _____ the summer.
- 10 Mark started his job _____ Monday 2nd January 2006.

Задание 11. Заполните пропуски, используя данные ниже слова:

First, then, finally, after that, next

- 1 _____, we decided who to have as project leader.
- 2 _____ we agreed a budget.
- 3 _____ we talked to customers about what they want.
- 4 _____ we had a meeting with the design team.
- 5 _____, we built a test product and showed it to the CEO.

Практическое занятие 5.

WORKINGABROAD

Теоретическая часть

Данный лексический материал предназначен для знакомства и овладения специальными терминами, активному использованию предлагаемых слов и словосочетаний, подготовки к чтению, переводу и обсуждению текстов официально-делового стиля.

abroad	за рубежом
average	средний
climate	климат
culture	культура
emigrate	эмигрировать
emigration	эмиграция
healthcare	здравоохранение
location	расположение
locate	располагаться
quality of life	качество жизни
temperature	температура

Задание 1. Прочитайте и переведите текст:

Over there

Why British people are moving to other countries

More and more Britons are living in other countries. A recent report said that almost 200,000 Britons left the country last year with no plans to return. A British person emigrates every three minutes, and 5.5m British people now live abroad.

Many younger people leave - a lot of students go abroad to study. Older people are usually retired and want a warmer climate to live in. Two thirds of the people that emigrate are workers. Some are managers and others do manual or administrative jobs. Australia is the favourite country for English people to emigrate to. Spain and the USA are also popular.

Why do people leave? Many want to find a better job. A quarter of people say that they want to leave Britain because the cost of living is high. Homeowners with expensive houses can buy a bigger place abroad; young people want to move because houses in other countries are cheaper than in Britain. Research suggests that the quality of life in Britain is worse than in some other countries. But most people leave for positive reasons: many think that living in another country is more interesting - they leave because they want to have a happier life.

It is becoming more difficult for British people to emigrate to countries outside the European Union. Most countries want professional or skilled workers, for example, builders, engineers and doctors. But other skills are also popular in some countries - Australia, for example, needs hairdressers.

Задание 2. Выберите правильный вариант а-с, чтобы закончить предложение:

The writer thinks most British people move to other countries because they

- a don't like Britain
- b speak a lot of languages
- c want a new life.

Задание 3. Впишите номер абзаца 1-4, содержащего следующую информацию:

- a where the British go paragraph ____
- b the reasons why people want to leave Britain paragraph ____
- c how many people leave paragraph ____
- d popular skills and jobs in other countries paragraph ____

Задание 4. Из выделенных курсивом слов выберите подходящее по смыслу:

Working abroad

The *more* / *most* important thing to do before working in another country is to think about these things:

- Do you want a *better* / *best* job or a *more* / *most* interesting life?
- It is *easier* / *easiest* to live in another country when you speak the language. Start lessons before you leave.
- What is the *most expensive* / *cheapest* way to arrange the move? What is the *nicer* / *nicest* area to live in?
- Could the move make your quality of life *worse* / *worst* than it is now? The *more* / *most* beautiful location in the world is no fun when you are working 60 hours a week.

Задание 5. Заполните пропуски данными ниже словами:

Professional, retired, managerial, skilled, administrative, voluntary, manual

- 1 Someone who is over 65 and no longer works is _____.
- 2 _____ workers do a lot of paperwork, usually in an office.
- 3 Lawyers and doctors are _____ people.
- 4 A person in charge of other employees has a _____ position.
- 5 _____ workers do physical jobs, for example, on farms or in factories.
- 6 People who do _____ work don't receive any pay.
- 7 A _____ worker has special training or knowledge to do a job.

Задание 6. Поставьте данные ниже прилагательные в сравнительную степень и найдите антонимичные пары:

Big, warm, cheap, popular, low, easy, interesting

- 1 cooler _____

- 2 more boring_____
- 3 more difficult_____
- 4 smaller_____
- 5 higher_____
- 6 more expensive_____
- 7 more unpopular_____

Задание 7. Заполните пропуски, используя прилагательные из задания 6:

- 1 In terms of size, Ireland is _____ Spain.
- 2 Ireland had a _____ pay increase _____ Australia in 2007
- 3 Canada is _____ in summer _____ the USA.
- 4 Spain is _____ with British people _____ the USA.
- 5 Spain is _____ in summer _____ Canada.
- 6 In terms of size, the USA is _____ Australia.
- 7 Canada had a _____ pay increase _____ Spain in 2007.
- 8 The temperature in summer in Ireland is _____ in Spain.

Задание 8. Заполните пропуски, используя сравнительную или превосходную степень прилагательных:

- 1 London is _____ (warm) in summer than in spring.
- 2 The Majestic is the _____ (expensive) hotel in town.
- 3 What is the _____ (good) way to get to the airport?
- 4 Is the quality of life here _____ (bad) than in other countries?
- 5 It's _____ (important) to drive safely than to arrive on time.
- 6 He's the _____ (popular) manager in the department.
- 7 The staff are _____ (happy) in their new office than they were in the old building.
- 8 Cairo was the _____ (interesting) city that we visited.

Практическое занятие 6.

CAREER

Теоретическая часть

Данный лексический материал предназначен для знакомства и овладения специальными терминами, активному использованию предлагаемых слов и словосочетаний, подготовки к чтению, переводу и обсуждению текстов официально-делового стиля.

apply	подавать заявку
application form	бланк заявки
career	карьера
conditions	условия
curriculum vitae (CV)	резюме
employment agency	кадровое агентство
per (per annum)	ежегодно
pension	пенсия
promotion	повышение в должности
promote	повышать в должности
retired	пенсионер
retire	выходить на пенсию
salary	зарплата

Задание 1. Прочитайте и переведите текст:

The world of work

Work has changed around the world

Manpower has been a successful employment agency for about 60 years. It has supplied temporary employees to companies since 1948. That's when the first office opened in Milwaukee, in the USA. Two lawyers started the company when they were unable to find temporary help with a

project. Today, it is a global company with offices all around the world.

Employment agencies supply companies with different types of workers. These include professional and administrative workers in offices, and manual workers in factories and on building sites. Temporary workers (also called 'temps') now make up between one and three per cent of the total workforce in most countries. Multinational companies have employed temps for a long time. Now smaller companies also use temporary workers.

Have careers changed very much since the 1990s? A decade ago, people expected to work for the same company until they retired. Today, nobody expects a job for life any more. People move from job to job, working in different companies or in different departments. Training is important because it improves workers' skills. This can help employees to find better jobs or get a promotion.

In some jobs there aren't enough skilled workers. Some companies want retired people with skills to return to work. Japan, Australia and Italy have started to employ older workers. Companies need organisations like Manpower to arrange training for older employees, for example to use computers or to work with a younger boss.

Задание 2. Ответьте на вопросы по тексту “Theworldofwork”:

- 1 When did Manpower start?
- 2 What do employment agencies do?
- 3 What is another word for 'temporary workers'?
- 4 What did people expect in their career ten years ago?
- 5 What can help a worker who wants to improve their career opportunities?
- 6 What have Japan, Australia and Italy started to do?

Задание 3. Ответьте на следующие вопросы:

- 1 Have you ever worked for an employment agency?
- 2 What temporary jobs have you done?
- 3 Is it a good idea for retired people to return to work? Why? / Why not?

Задание 4. Соотнесите термины 1-8 с описаниями a-h:

- | | |
|--------------------|--|
| 1 full-time worker | a has a job for a long period of time |
| 2 temporary worker | b workers choose when they work |
| 3 permanent worker | c works a few days / hours a week |
| 4 part-time worker | d a better job in the same company |
| 5 freelance worker | e has a job for a short period of time |
| 6 pension | f works for self not for a company |
| promotion | g usually works 35-40 hours a week |
| flexible hours | h money when you stop work |

Задание 5. Определите последовательность шагов при поиске работы 1-6.

- ___ a Phone or email the company and ask for an application form.
- ___ b Go for a job interview.
- ___ c Read a job advertisement on a website or in a newspaper.
- ___ d Start work.
- ___ e Apply for the job - send the application form and a CV to the company.
- ___ f Receive and accept a job offer.

Задание 6. Используя информацию из объявления (1) и резюме (2), заполните пропуски в следующем отрывке из письма:

I saw your job advertisement in _____ magazine and I am interested in the position of _____ manager at _____.

I went to Warwick University and did a degree in _____. Then I studied for an _____ in 2005 at INSEAD.

I have worked as a _____ for a transport company and I now work in a customer services department where I manage an _____. I can speak German, French and _____. I have lived in Europe and I am happy to travel in my job.

1. Advertisement

Have you worked in customer services?

Ardis is the biggest transport company in Europe and we are looking for a manager for our international customer services team. We have offices in Barcelona, London and Berlin. This is an exciting opportunity for someone who wants to travel and has experience managing teams.

€76,000 pa + pension

2. Curriculum Vitae

Rosa Clifford Curriculum Vitae

1 _____

Rosa Clifford
44 South Road
Stamford, LC23 4FT

a _____

2 _____

2005

INSEAD Business School, France

2001-2004

b _____

3 _____

MBA

2005

BSc 2:1 International Management 2004

4 _____

Customer Services Wade International Services 2007-present

I manage an international team in the customer services department.

Project manager DSV Transport, Spain 2005-2007

c _____

5 _____

Tennis and swimming

d _____

6 _____

e _____

Languages: German, French, Spanish

Задание 7. Перечитайте объявление о приеме на работу (задание 6) и ответьте на

вопросы:

1. What sort of company is Ardis?
2. What is the job?
3. What is the salary?

Задание 8. Заполните пропуски 1-6 CV (задание 6), используя следующие слова и словосочетания:

Qualifications Interests Education Contact details

Additional information Work experience

Задание 9. Заполните пропуски a-e CV (задание 6), используя следующими фразами:

Good computer skills

Photography

I organised projects to improve customer services.

Warwick University, UK

Telephone number: 01264 44293821

Задание 10. Заполните пропуски, используя глаголы в скобках в Present Perfect:

1 Sanjay _____ (live) in many different countries.

2 I _____ (never speak) to a famous person.

3 _____ you ever _____ (give) a presentation in English?

4 We _____ (not eat) at the new Italian restaurant. Is it good?

5 _____ Monica ever _____ (work) in a finance department?

6 They _____ (never try) to learn a foreign language.

Задание 11. Подчеркните правильный вариант:

1 I *went* / *have been* to Rome in 2005.

2 *Did you ever play* / *Have you ever played* tennis?

3 Jack *hasn't visited* / *didn't visit* the Delhi office last month.

4 *Have you sent* / *Did you send* your CV to Ardis yesterday?

5 We've never *been* / *gone* to Mumbai.

Задание 12. Заполните пропуски, используя *ever*, *never*, *for* или *since*.

1 Laura has _____ eaten salmon because she doesn't like fish.

2 Maurice and Joel have worked here _____ 1998.

3 Have you _____ sent a text message?

4 We have _____ visited Morocco. Is it nice?

5 Kenway have been the market leader _____ twenty years.

6 You haven't spoken to your clients _____ March.

7 Has Julian _____ met the CEO?

8 They've been in the meeting _____ two hours.

9 Have Alan's investments _____ made a profit?

10 The sales team have been in a presentation _____ three o'clock.

Задание 13. Подчеркните правильный вариант:

MDH Properties is *sell* / *selling* an unusual place to live. It is a house in a tree. The CEO, Karl Howard says, 'It's our *most* / *more* interesting property.' House prices are *more* / *most* expensive today than they *move been* / *were* in 2005. More and more people *are* / *is* buying property as an investment. The tree house is a *good* / *best* idea for people who want a small holiday home. It is *cheaper* / *cheapest* than MDH's other properties. Karl Howard says, 'We have *ever* / *never* sold a tree house. But a lot of people want to see it - and it *has* / *is* only been on the market *for* / *since* last Tuesday.

Задание 14. Заполните пропуски в тексте, используя следующие слова:

management *market* *trade*

competitor *export* *investment*

domestic *training*

Franklin Wade sell electrical equipment to different countries around the world. They have been an _____ company since 2002. They _____ with Japan, the USA and Brazil, and they don't sell any goods in the _____ market. Franklin Wade's main _____ is Drengard, a Danish company. Franklin Wade hope to be the _____ leader soon. They are _____ their staff to use a new computer system. The _____ think that it is a good _____ for the company.

Задание 15. Заполните пропуски, используя одно из слов а-с:

1 Federico finished work when he was 65, so he's _____ now.

a professional b retired c manual

2 My company has _____ hours, so I can choose when I start and finish work.

a voluntary b permanent c flexible

3 Kate and Alex have _____ jobs. They work three days a week.

a part-time b full-time c pension

4 You have worked hard on this project and we want to give you a _____.

a freelance b temporary c promotion

5 I trained to use the equipment - it's a _____ job.

a administrative b skilled c managerial

6 We did a lot of market _____ before we designed the new product.

a share b research c leader

Задание 16. Составьте предложения:

1 things / how / are / Hi, ?

- 2 met / We / a / at / conference / Bucharest / in
 3 you / working / moment / Are / the / at / Romania / in ?
 4 the / Dubai / at / No, / office / I'm
 5 good / again / to / you / see / It / was

Задание 17. Заполните пропуски в диалоге данными ниже словами:

opinion sure do

thing think because

A _____ you think that it's a good idea to move office?

B Yes, in my _____, the office we are in now is too small.

A _____ the new office is too big. There are only six people in the design department.

B I like it _____ it has big windows.

A I'm not _____. Big windows make it hot in summer.

B Yes, but they're a good _____ because designers need lots of light.

Задание 18. Соотнесите вопросы 1-6 с ответами a-f:

1 What do you do in your free time?

2 Can you tell me about your present job?

3 Why do you want this job?

4 Do you enjoy working with people?

5 How long have you been in the sales department?

6 Have you ever worked in finance?

a Two years.

b Yes, I like working in a team.

c At the moment, I'm working on a project to export products to Asia.

d Yes, after university I worked for a finance company for six months.

e Because I think finance is very interesting.

f I play tennis and football.

Практическое занятие 7.

FUTURE POSSIBILITIES

Теоретическая часть

Данный лексический материал предназначен для знакомства и овладения специальными терминами, активному использованию предлагаемых слов и словосочетаний, подготовки к чтению, переводу и обсуждению текстов официально-делового стиля.

barchart	столбчатая диаграмма
bionic	бионик
decrease	снижаться
full-surround	объемный
graph	диаграмма
increase	увеличиваться
nuclear	ядерный
piechart	секторная диаграмма
prediction	предсказание
predict	предсказывать
trend	тенденция

Задание 1. Прочитайте и переведите текст:

The phone of the future

Experts talk about big changes for the telephone

It is easy to imagine what mobile phones will look like in a year or two -they'll probably be smaller. But what will they look like ten or fifteen years from now? Perhaps they'll be so small that we won't be able to see them. Maybe we'll have phones in jewellery such as rings, and fashion items

like sunglasses.

People in Japan can already use mobile phones to buy things in shops. In some countries it is also possible to use a phone as a train ticket and office pass. So, what new functions will phones have in the future? One thing that is certain is that phones will do more of the things that PCs do today. Some people also think that we'll use phones as house keys, passports, computer games, maps and video recorders. The phone will be our 'remote control for life'. In a decade's time, many phones will have enough memory to video all of a person's life.

Companies are developing phones built into glasses. This will be useful when looking for directions - a map will appear inside the glass of the lens. Maybe we'll be able to use our phone to label people at a party or conference. We'll never forget a name again.

Some experts think that in the future we'll use our voice instead of our fingers to put data into a phone. Stuart Wolf, a professor at the University of Virginia, predicts that in 20 years' time people will use their thoughts to communicate with each other. We won't need phones at all!

Задание 2. Ответьте на вопросы по тексту "The phone of the future":

- 1 What does the writer think phones will look like in two years' time?
- 2 Which of the following are possible at the moment?
a phone in jewellery b paying for shopping using a phone c phone as a ticket for travelling d phone as house keys
- 3 What will a typical phone's memory allow it to do?
- 4 How does the writer think a phone will help us at a party?
- 5 How will people input data into a phone?

Задание 3. Раскройте скобки, используя Future Simple:

- a In 20 years' time people (use) their thoughts to communicate.
- b We (not need) phones at all.
- c What they (look) like ten or fifteen years from now?
- d Perhaps they (be) so small that we (not be) able to see them.
- e Maybe we (have) phones in jewellery and fashion items.
- f They probably (be) smaller.

Задание 4. Заполните пропуски, используя will / won't, perhaps/ maybe.

- 1 _____ it _____ rain later, but I think it'll be fine. (not sure)
- 2 It _____ rain - look at the blue sky. (sure)
- 3 Yes, of course computers _____ be much smaller in ten years' time. (sure)
- 4 Jim _____ be on time for the meeting. He's always late. (sure)
- 5 _____ we _____ be able to have holidays on the moon in the Future. (not sure)
- 6 Our profits _____ rise. Look at our increase in sales for the last three Months. (sure)
- 7 Our profits _____ rise - our prices are too high. (sure)
- 8 _____ our profits _____ rise one day, but not this year. (not sure)

Задание 5. Заполните пропуски, используя to+infinitive там, где необходимо:

- 1 We could _____ go to the cinema tonight.
- 2 They shouldn't _____ work at the weekend .
- 3 Do you want _____ visit the factory?
- 4 Do you think you should _____ ask for a new office?
- 5 We arranged _____ meet our new supplier.
- 6 Carla and Wei plan _____ arrive at 9:30.

Задание 6. Составьте предложения, используя Present Continuous (запланированное действие в будущем):

- 1 Jane / meet / the design team / next week.
- 2 We / fly / Athens / next Thursday.
- 3 Polly and Tom / leave / in a moment.
- 4 Douglas / move / Prague / next year?
- 5 I / do / a presentation / the day after tomorrow.
- 6 you / see / the HR manager / later today?

- 7 they / sell / the company / in six months' time?
- 8 The finance director / not come / to the meeting / tomorrow.

Задание 7. Подчеркните правильный вариант:

What *will / are* offices be like in the future? Some people think that in ten years' time company offices *aren't / won't be* necessary because we *won't / will* all work from home. A different idea is that we *could / are* make our offices more like home. CEO Alexis Parks wants - / *to* make her company's offices more comfortable. She also thinks that she should *to / -* create an environment that makes her workers feel happy. Next year, her company *is building / builds* new offices with a gym and swimming pool. Alexis asked staff for suggestions. They said that the new offices could *to / -* have sofas, TVs and places to sleep. She thinks that her company *should / shouldn't* do more to help the staff to enjoy themselves in their free time, so the new offices will also include a cinema and a karaoke bar. Alexis thinks that in the future her employees *don't / won't* want to go home!

Задание 8. Подчеркните лишнее слово:

- 1 fly planes sail airport
- 2 newspaper TV radio mug
- 3 drive station car park
- 4 brand logo Volvo half price
- 5 merchandise pen key ring internet

Заполните пропуски, используя данные выше слова:

- 1 You can _____ from Stansted airport in the UK to Charles de Gaulle airport in Paris.
- 2 I have a _____ of coffee with my breakfast.
- 3 I usually _____ to work.
- 4 This CD is _____ - it's a sales promotion.
- 5 I think we should order more _____ for the exhibition next month.

Задание 9. Подчеркните правильный вариант:

- 1 When will you *make / do* a decision?
- 2 It's a good product, but we should *make / do* more research.
- 3 It's good to *make / do* business with you.
- 4 Did our investment *make / do* a profit last year?
- 5 Would anyone like to *make / do* a suggestion?
- 6 I could *make / do* the accounts this afternoon.

Задание 10. Заполните пропуски, используя одно из слов а-с:

- 1 I'm _____ that Azzopardi will be the next president.
a possible b certain c likely
- 2 Do you think that the population will _____ in the next ten years?
a plus b minus c increase
- 3 It cost \$40 in February 2007 and \$40 in February 2008, so prices remained _____ for a year.
a steady b per cent c equals
- 4 Unemployment was 15% last year and it's 5% this year. That's a 10% _____ in unemployment.
a increase b remain steady c decrease
- 5 We didn't sell many products. So it's _____ that we will make a profit this year.
a likely b unlikely c certain

**Практическое занятие 8.
APPLYING FOR A JOB**

Цель: изучить лексические и коммуникативные структуры устной и письменной речи

на английском языке, научить студентов аргументировано формулировать мысль на английском языке в устной и письменной форме, участвовать в обсуждении тем, связанных с профессиональной деятельностью, пользоваться специальной терминологией, уметь написать резюме и сопроводительное письмо на английском языке.

Теоретическая часть

Данный материал предназначен для знакомства и овладения специальными терминами, активному использованию предлагаемых слов и словосочетаний, подготовки к написанию резюме и прохождению собеседования.

Задание 1. Изучите образец резюме.

IvanIvanov

Personal information

Address: 201 Lenina Street, apt. 25, Moscow, 215315, Russia
Telephone: home: +7-XXX-XXX-XXXX
mobile: +7-XXX-XXX-XXXX
Email: your.name@gmail.com
Date of birth: 25th July 1985
Nationality: Russian
Marital status: single



Objective

I am seeking a position with a company where I can use my ability to analyze data sets and prepare financial forecasts.

Education

Lomonosov Moscow State University, department of Economics, Master's degree in Marketing (2001–2006).

Qualifications

Marketing Specialist courses in Moscow Marketing College, started in 2014 up to present

Work experience

Company Name 1, 2012–present

Moscow, Russia

Financial analyst

- Preparing business plans
- Planning investment activities and budget
- Analyzing data sets collected through all the departments
- Preparing financial forecasts
- Preparing reports for the board of management

Company Name 2, 2007–2011

Krasnodar, Russia

Assistant manager

- Providing main office with office supplies
- Analyzing large data sets collected through all the departments
- Preparing financial forecasts
- Preparing reports for the board of management

Personal qualities

- Articulate
- Broad-minded
- Dependable
- Determined

- Initiative
- Versatile

Special skills

- Native Russian
- Fluent English
- Working knowledge of German (Basic knowledge)
- Driving License (Category B)
- Computer literacy (Microsoft Office, Outlook Express, 1C: Enterprise)
- Hobbies: foreign languages, chess

References

Petr Petrov, BBB Solutions, +7-495 –XXX-XXXX, name@gmail.com

Задание 2. Переведите слова и выражения:

Accurate
 Approachable
 Articulate
 Astute
 Attentive
 Autonomous
 Broad-minded
 Calm Capable
 Cheerful
 Committed
 Communicative
 Confident
 Conscientious
 Cooperative
 Courteous
 Creative
 Dependable=Reliable
 Decisive
 Determined
 Diligent
 Eager to learn
 Eloquent
 Ability to work efficiently both individually and in a team
 Ability to work under pressure
 Business communication skills
 Communicative skills/Social skills
 Conflict management skills
 Creative thinking skills
 Critical thinking skills
 Decision making skills
 Effective listening skills
 Excellent verbal and written communication skills
 Good sense of humour
 Multitasking
 Organizational skills
 Positive attitude
 Problem-solving skills
 Quick learning skills

Resourcefulness
Risk taking
Sales Ability
Strategic thinking
Strong analytical thinking
Time management skills
Willingnesstolearn

Задание 3. Используя образец из предыдущего задания, напишите свое резюме на английском языке.

Задание 4. Ответьте на вопросы.

1. Что такое резюме (resume), и чем оно отличается от CV?
2. Для чего нужно резюме?
3. Какова структура резюме? Какие разделы в него входят?
4. Что указывать в разделе **Objective**?
5. Какую личную информацию необходимо указать в резюме, а какую не стоит?
6. Обязательно ли указывать свой возраст в резюме?
7. Нужно ли добавлять фото в резюме?
8. Какие основные правила выбора фото в резюме?
9. Если у вас нет официального опыта работы, что писать в разделе **Workexperience**?
10. Нужно ли включать рекомендации?
11. Нужно ли вставлять в резюме ссылки на свой профиль в социальных сетях?
12. Какие существуют технические требования к оформлению резюме?

Задание 5. Дайте ответы на следующие вопросы.

1. How are you today? Did you have any trouble finding us?
2. How would you describe yourself as a person?
3. What is the type of position are you looking for?
4. Are you interested in a full-time or part-time position?
5. Could you tell me about your responsibilities at your last job?
6. What is your greatest strength?
7. What is your greatest weakness?
8. Why do you want to work for us?
9. Why Should We Hire You?
10. How Can You Contribute to the Company?
11. What motivates you most at work?
12. Where do you see yourself in 5 years?
13. Do you prefer to work independently or on a team?

Практическоезанятие 9.

GETTING ACQUANTED WITH THE STAFF

ЦЕЛЬ: Сформировать монологические, лексические и грамматические навыки по теме. Изучить принципы делового взаимодействия, переписки и деловой документации в Великобритании и в США.

Теоретическая часть: Данные задания предназначены для развития навыка ведения делового общения и переписки.

Задание 1. Прочитайте и переведите текст.

LINE AND STAFF POSITIONS

In business, organization structure means the relationship between positions and people who hold the positions. Organization structure is very important because it provides an efficient work system as well as system of communication.

Historically, the line structure is the oldest type of organization structure. The main idea of it is direct vertical relationships between the positions and tasks of each level, and the positions and tasks above and below each level. For example, a sales manager may be in a line position between a

vice-president of marketing and a salesman. Thus a vice-president of marketing has direct authority over a sales manager. A sales manager in his turn has direct authority over a salesman. This chain of command simplifies the problem of giving and taking orders.

When a business grows in size and becomes more complex, there is a need for specialists. In such a case administrators may organize staff departments and add staff specialists to do specific work. These people are usually busy with services, they are not tied in with the company product. The activities of the staff departments include accounting, personnel, credit and advertising. Generally, they do not give orders to other departments.

Задание 2. Выучите слова и выражения.

relationship	взаимоотношение
to hold a position	занимать должность
organization structure	организационная структура
level	уровень
sales manager	управляющий по торговле и маркетингу
salesman	продавец, торговец
to have direct authority over smb.	иметь прямую власть над кем-либо
staff	штат
to give orders	отдавать приказы
to take orders	принимать приказы
a line department	линейный отдел (имеющий непосредственное отношение к конечному продукту)
staff department	штабной отдел (не имеющий отношения к производству, но его обслуживающий)
to be tied in with the company product	иметь отношение к конечному продукту
complex	сложный

Задание 3. Дайте ответы на вопросы.

1. What does the organization structure mean?
2. What does the organization structure provide?
3. What is historically the oldest type of organization structure?
4. In what position is a sales manager in attitude a vice president of marketing and a salesman?
5. What is the difference between line and staff departments?
6. Why is an advertising department or a credit department considered staff structure rather than line structure?

Задание 4. Вставьте слова в пропуски.

Choose the necessary word and put it in the sentence.

1. Organization structure shows ... between each position and positions above and below.	1. relationship
2. A sales manager has direct ... over a salesman.	2. hold a position
3. As a rule a ... usually does not give orders to other departments.	3. authority
4. When the business gets more ... there is a need for staff departments.	4. complex
5. My friend ... of sales manager.	5. task
6. The ... of staff departments is to do different services.	6. line department
7. My friend works in a ... he is responsible for the company product.	7. staff department

Задание 5. Разыграйте диалог.

Peggy Forman is talking with Jeff Downing, another administrative assistant in her company.

Jeff	How are you today, Peggy?
Peggy	Oh, fine, thanks.
Jeff	Glad to hear that. By the way, are you familiar with the organizational chart for the company?
Peggy	No, I am not. What is it like actually?
Jeff	Well, the chart shows how the employees are divided into groups. It gives one an overview of the chain of command in the company.
Peggy	I see. The positions can be line and staff ones.
Jeff	Yes, the subject is not new for you. What else do you know about it?
Peggy	As far as I know, a worker in a line position receives orders from his immediate superior.
Jeff	Exactly, that's the line chain of command.
Peggy	A worker in a staff position reports directly to a line worker but he neither gives nor receives orders from line workers. Am I right?

Jeff	Yes, you are. But someone may have line authority over people in his department and not be considered a line administrator.
Peggy	How can it be?
Jeff	That's possible when a whole department is a staff department. For example, in our company the head of the credit department or the personnel department can hardly ever be president of the company.
Peggy	And what do the people in staff departments do, how is their work different?
Jeff	Well, they are usually busy with services and they could do the same service for any company. So they are not in the line.
Peggy	It seems to be rather complicated.
Jeff	It only seems so. I think the chart should help.
Peggy	Oh, sure. But, Jeff, would you explain to me what span of control is?
Jeff	Oh, span of control refers to the number of people whom one manages directly.
Peggy	Can you give me an example?
Jeff	Well, the President of our company directly manages the Vice President of Production, the Vice President of Marketing and the Comptroller. Thus, his span of control includes three people.
Peggy	Yes, now I see. Thank you for your help.
Jeff	Not at all. Why don't we go to the coffee stall and have snack together?

Задание 6. Дайтекороткиеутвердительныеилиотрицательныеответы.

Model: Have you examined the organizational structure of the company yet?

– Yes, I have already examined it.

– No, I haven't examined it yet.

1. Have you reported to the comptroller yet?
2. Have you settled this problem with the manager yet?
3. Have you learnt line and staff positions of the company yet?
4. Have you got acquainted with your immediate superior yet?
5. Have you heard about his span of control yet?
6. Have you met your immediate subordinates yet?
7. Have you passed your report to the credit department yet?

Задание 7. Измените предложения по образцу.

Model: A staff employee doesn't give orders.

A staff employee doesn't receive orders.

A staff employee neither gives, nor receives orders.

1. He isn't a comptroller. He isn't a sales manager.
2. The head of the credit department doesn't advise the President. The head of the credit department doesn't report to comptroller.
3. He doesn't want to hold a position of vice-president of marketing. He doesn't want to hold a position of general manager.

4. A credit department doesn't have direct authority over a line department. A personnel department doesn't have direct authority over a line department.
5. I don't want to talk with the boss. I don't want to talk with the comptroller.
6. She doesn't like to give orders. She doesn't like to receive orders.
7. Jacky doesn't want to attend annual meeting of shareholders. Susan doesn't want to attend annual meeting of shareholders too.

Задание 8. Дайте ответы на вопросы.

1. What is your relationship with your immediate superior?
2. What position in your company do you want to hold?
3. Do you want to be a sales manager or a vice president of marketing? Give your reasons.
4. Over what positions do you have direct authority in your company?
5. What do you like more: to give orders or to receive orders?
6. Do you want to work in a staff department or in a line department? Give your reasons.

Задание 9. Переведите предложения на английский язык.

1. Мои взаимоотношения с начальником очень хорошие.
2. Мой друг занимает должность главного финансиста.
3. Я не знаком с организационной структурой нашего предприятия.
4. Он больше любит отдавать приказы, чем получать их.
5. Я предпочитаю работать в линейном отделе.
6. Штабные отделы не связаны с конечным продуктом.
7. Структура нашего предприятия сложна.
8. Я больше подхожу к штабной должности, чем к линейной.
9. Мой непосредственный начальник очень пунктуален.
10. В сферу моего подчинения входят три руководителя групп.
11. Главный финансист имеет очень большую ответственность.
12. Я уволю моего непосредственного подчинённого. Он ленив.

Практическое занятие 10.

BUSINESSCORRESPONDENCE

ЦЕЛЬ: Сформировать монологические, лексические и грамматические навыки по теме.

Изучить принципы ведения деловой переписки и деловой документации в Великобритании и в США.

Теоретическая часть: Данные задания предназначены для развития навыка ведения деловой переписки.

Задание 1. Прочитайте и переведите текст .

Business correspondence

Correspondence is an essential part of business. In spite of telephone, telex, telegraphic, facsimile and e-mail communication, the writing of letters continues; in fact most telephoned and telegraphed communications have to be confirmed in writing.

Every letter no matter what kind it is, should be laconic, precise, to the point and positive.

Letters are written on various occasions and on various subject matters. Many business letters are connected with establishing business relations, doing business and various miscellaneous questions.

Задание 2. Прочитайте и переведите текст делового письма.

Dear Sirs,

An enquiry has come in from a company owning several high-class hotels in our country. They are opening a new hotel and have asked us to submit quotations for furniture and equipment in accordance with the attached list.

The furniture and equipment must be of the most up-to-date design, and it would have to be delivered in time for the opening of the hotel in October. Will you please let us know, therefore,

whether you have the goods in stock and if not, how long it will take to complete an order for the quantities required. We shall also be glad to have an estimate of the number of cases required and the cost of packing.

We have sent you a telex today, text as copy enclosed. Your reply by telephone or fax would be appreciated.

Yours faithfully, ...

Задание 3. Составьте деловое письмо по образцу.

Задание 4. Выпишите из текста (см. задание 1) основные принципы ведения деловой переписки и деловой документации. Дополните этот список своими рекомендациями.

Задание 5. Заполните пропуски в диалоге, руководствуясь правилами делового общения:

Receptionist: Good morning, sir.

Mr. Brown: _____

Receptionist: Please, take a seat for a moment, sir. I'll ring through to his office and tell him you are here.

Mr. Brown: _____

Receptionist: Mr. Brown. Mr. James' secretary is just coming down to meet you. She'll take you up to his office.

Mr. James' secretary: Mr. Brown?

Mr. Brown: _____

Mr. James: I'm happy to see you. We haven't met for ages. How are you?

Mr. Brown: _____

Mr. James: Thank you. I hope you had a very good trip.

Mr. Brown: _____

Mr. James: Oh, it is nasty. We hate it. But it can't be helped.

Mr. Brown: _____

Задание 4. Напишите эссе по темам «Особенности ведения деловой переписки, деловой документации в сфере нефти и газа», «Проблемы делового общения».

Практическое занятие 11.

WORKINGCONDITIONS

Цель: формирование и развитие коммуникативной компетенции, позволяющей вести общение в сфере академической и профессиональной деятельности.

Теоретическая часть

Данный лексический материал предназначен для знакомства и овладения специальными терминами, активному использованию предлагаемых слов и словосочетаний, подготовки к чтению, переводу и обсуждению текстов нефтегазовой направленности.

Задание 1. Прочитайте и переведите текст.

Oil and gas careers

You'll find some of the world's largest and most recognisable multinational companies in the oil and gas industry, such as BP, ExxonMobil and Shell, along with many smaller organisations.

In fact, according to the trade association Oil & Gas UK, the industry supports more than 300,000 jobs in the UK including those throughout the supply chain. Whether you want to work offshore on an oil rig or in a nine to five office job, there is plenty of choice.

From engineers and geologists to office-based roles in accounting and human resources (HR), employers require graduates with varying interests and from many different academic backgrounds.

You could, for example, be a chef supporting the workforce on an oil rig, a chemist undertaking research and development, an environmental adviser ensuring that standards are met, or a subsea engineer designing and installing underwater equipment.

For more information on some of the diverse roles that can be found in the oil and gas industry, see the following job profiles:

- [Drilling engineer](#)
- [Energy engineer](#)
- [Engineering geologist](#)
- [Geochemist](#)
- [Geoscientist](#)
- [Hydrographic surveyor](#)
- [Mining engineer](#)
- [Mudlogger](#)
- [Petroleum engineer](#)
- [Wellsite geologist](#)

You can also search for current vacancies on specialist recruitment websites including:

- [Energy Jobline](#)
- [Oil and Gas Job Search](#)
- [Rigzone](#)

In addition, [MyOilandGasCareer.com](#) provides a directory of [oil and gas company careers websites](#), meaning you can easily search for opportunities on individual employers' sites.

Skills and qualifications for oil and gas jobs

Once you've decided on a role, to enter the industry you may want to apply for a structured graduate scheme offered by one of the larger employers.

For example, [Shell's graduate programme](#) allows you to choose technical, commercial business or corporate functions pathways. Similarly, [graduate roles at BP](#) are split between business, engineering, science, and supply and trading.

You'll need to have, or be expecting, a good degree from a recognised university to gain entry to a scheme. Depending on which specialism you choose, there may be specific requirements in terms of your degree subject - particularly for engineering and science programmes.

Some graduate schemes, such as Shell's technical pathways, demand a postgraduate qualification. [Search for postgraduate courses in oil and gas.](#)

Alternatively, if it's an apprenticeship you're looking for rather than university, consider the [Oil and Gas Technical Apprentice Programme \(OGTAP\)](#), during which you'll split your time between college and a sponsoring company while earning a salary.

To be eligible you'll need four GCSEs at Grade 6 or above in maths, English, double science (or one from physics, chemistry or an appropriate technology subject) and one other subject. You need to be at least 16 years old by May of the year you're applying for. [Learn more about apprenticeships.](#)

The global nature of the industry means that language skills are highly valued by employers, especially for business-oriented jobs.

For offshore roles you'll need to go on an industry-standard health and safety course such as [Minimum Industry Safety Training \(MIST\)](#).

Задание 2. Прочитайте и переведите текст.

Introduction: Looking for a long-term career in an expanding and exciting sector? The oil and gas business is the place to be right now and for the future. Whether you are an engineer, welder, field or office worker; the energy industry offers tremendous opportunities across the job spectrum.

This is an exciting time for those wanting to move into oil and gas. The industry is at a crossroads. Seasoned workers are gearing up to retire but new and challenging exploration projects are coming online in order to meet the ever growing global energy demand, which is predicted to increase by 43% by 2035 according to the International Energy Agency.

These two opposing forces are creating unprecedented gaps in talent and experience, causing the industry to enjoy a recruitment boom.

Don't be daunted Regardless of your current job, your academic background or previous work history, there are many types of jobs available in oil and gas. In fact, 44% of respondents in our recent report *'Attracting and retaining women in oil and gas engineering – a survey examining the gender talent gap'*, stated that they had worked in different industries such as building and construction and even law and retail, before moving into oil and gas. No matter what your background, this industry will welcome people with the necessary skills and a willingness to learn.

Discover your interest Working in the oil and gas industry does not just involve being out on offshore rigs. As the lifecycle of an oil and gas project moves from the conceptual design stage through to decommissioning, different skillsets are required. Talk to a career advisor if you are still in school to find out more, and take time to research roles online. You will be surprised at the wide range of jobs that are available – there is sure to be something to interest you.

Gain experience From a week's work experience to an internship or apprenticeship, get a feel of what the industry is like. Most major oil and gas operators such as Shell, Chevron, BP, ExxonMobil and Total run schemes designed to give people a taster of what it is like working in the sector. Be warned however these are highly competitive, so make sure to do your research. In the UK, oil and gas skills organisation OPITO recently launched a new structured work placement programme, giving school pupils in Aberdeen access to some of the largest oil and gas industry operators and service companies. Keep an eye out for similar initiatives in your region.

Study, study, study The importance of studying the STEM subjects and obtaining an engineering undergraduate degree cannot be overstated. But, if you did not study the STEM subjects then do not panic, schemes like the Prince's Trust 'Get Into' Oil and Gas can give you the advice you need to help you transition into the industry.

Get a mentor Chances are that you know someone in oil and gas – talk to them about their job. Mentoring is important in all careers and an oil and gas mentor will help you navigate the industry. Groups such as the STEMettes and UK young scientists fair 'The Big Bang' can help show you the rewarding opportunities available in engineering, whilst in the US, groups such as the STEM Education Coalition work to raise awareness and also provide a wealth of information.

Do your research Find out which disciplines are in highest demand, the best companies to work for and the regions that are experiencing particular oil and gas growth. A number of new discoveries are being made in more testing environments currently, which require more advanced technology and skills, a good example being the specialist subsurface discipline. Whilst Houston, Perth and Abu Dhabi remain hotspots for exploration and production activity, new opportunities are emerging in countries such as Mexico and Mozambique.

Know the pros With a wealth of opportunities for global travel and no end of complex technical challenges to solve, working in oil and gas engineering will give you a chance to see the world as well as stimulating your mind. If it's variety that you are looking for, then the oil and gas industry also delivers. Not only are there a wide range of disciplines to choose from, you will also have the flexibility of working on either temporary or permanent assignments across the globe. The earning potential and benefits attached can also be substantial. For instance, did you know that skilled contractors working on major projects in the US can often earn over \$250,000 per year.

And the cons A good salary, the opportunity for travel and an exhilarating and challenging work life – sounds perfect! But it is important that you also recognise the potential challenges associated with a career in oil and gas such as being away from friends and family, long hours, tight deadlines and the need for work flexibility to accommodate project demands. In order to get a foot in the door and gain the experience required to progress your career in oil and gas, you need to be willing to work your way up the ladder. In return for your hard work you could be rewarded with an exciting long-term career with one of the world's top oil and gas operators and all of the benefits that this entails.

Sell yourself Brush up your CV. Ideally tailor it to a specific application, ensuring that you keep it concise and focused on the key points. Make sure you include your contact details, all relevant skills and experience, as well as your employment and education history in reverse chronological order. Once your CV is finished, start networking. Make sure you are on popular professional networks such as LinkedIn, pay attention to your profile, make connections, follow

relevant industry news as well as influencers and thought leaders to help develop your market knowledge, and attend industry events to grow your circle of contacts.

Talk to an expert Oil and gas manpower specialists like NES Global Talent have vast experience placing people across the oil and gas industry. People are at the heart of our business and our discipline specific consultants have the industry knowledge and expertise to talk to you about the opportunities that are available to you and match you to the perfect role. We also provide a range of support solutions covering everything from payroll and fiscal compliance to insurance and emergency response services, minimising any concerns you may have about working in the industry or in a new location.

NES Global Talent provides a complete range of global talent solutions to the oil and gas, power, infrastructure, chemical, life sciences and rail sectors worldwide.

Source: [NES Global Talent](#), July 29, 2014

Задание 3. Дайте аргументированный ответ на вопрос:

Why do you want to work in oil and gas industry?

What working conditions are acceptable for you?

Практическое занятие 12.

MARKETING

Цель: изучить лексические и грамматические структуры устной и письменной речи на английском языке, развить навыки работы с профессиональным текстом, научить студентов аргументировано формулировать мысль на английском языке в устной и письменной форме, участвовать в обсуждении тем, связанных с профессиональной деятельностью, пользоваться специальной терминологией, уметь вести деловую переписку для профессиональных целей.

Теоретическая часть

Данный лексический материал предназначен для знакомства и овладения специальными терминами, активному использованию предлагаемых слов и словосочетаний, подготовки к чтению, переводу и обсуждению текстов нефтегазовой направленности.

production	производство
exploration	разведка месторождения, разведка с попутной добычей
supply	обеспечивать, снабжать
supplier	поставщик
supplyanddemand	спрос и предложение
jointventure	совместное предприятие
beengagedin	заниматься, участвовать, включать
obtain	получать, добывать
refine	очищать
refinery	нефтеперерабатывающий завод
consume	потреблять
consumer	потребитель
customer	клиент, потребитель
extraction	добыча, извлечение, разработка
profitable	рентабельный, эффективный
upstream	в нефтяном и газовом бизнесе об операциях по разработке месторождений и добыче сырья
downstream	транспортировка, переработка нефти и газа и производство конечных продуктов

on-stream	в процессе эксплуатации, действующий
onshore	наземный
offshore	морской, удаленный от берега
drill	бурить
well	скважина
rig	буровая установка
oilfield	нефтяное месторождение
employ	нанимать
fossil fuel	ископаемое топливо
retail site	АЗС

Задание 1. Прочитайте и переведите текст:

The oil and gas industry

The oil and gas industry is one of the largest in the world. It is made up of a small number of conglomerates and a very large number of smaller independent companies. Generally speaking, the industry is divided into two areas. Upstream operations involve exploration and production, often known as E&P, while downstream operations involve transportation, refining and sales of products to consumers.

Relationships between companies can be very complex, with large companies owning multi subsidiaries around the world. In some cases, they compete for market share, in others they can be suppliers and customers of one another. They make joint ventures with other large companies for specific projects and there are frequent mergers and acquisitions.

Oil and gas production takes place onshore and offshore. Oil and gas companies are engaged in a constant search to discover new reserves and to obtain extraction rights for proved reserves. Construction of drilling wells and rigs is an enormous risk and companies need to calculate supply and demand in order to be certain that an operation will be profitable before it comes on-stream.

Задание 2. Проверьте и укажите, какая информация является достоверной в соответствии с последними данными Internet:

1. The world produces and consumes 75 million barrels of oil a day.
2. The USA consumes 25% of the world's supply of oil.
3. China is the second largest consumer.
4. Sixty-eight per cent of the world's oil reserves are in the Middle East.
5. The price of a barrel of oil quadrupled from US \$3 to \$12 in the 1973 oil crisis.
6. The Thunder Horse platform in the Gulf of Mexico was hit by two hurricanes in 2005.
7. The biggest oil field in the world is in Venezuela.

Задание 3. Заполните пропуски предложениями:

1. Demand _____ oil will continue to increase until 2015.
2. The market _____ liquefied natural gas is growing steadily.
3. Consumption _____ fossil fuels has declined slightly in recent years.
4. The supply _____ North Sea oil can be maintained until around 2024.
5. Transportation _____ oil presents many security risks.
6. Reserves _____ natural gas are being found almost daily.
7. Drilling _____ oil and gas is a major part of our upstream operations.
8. The extraction _____ oil at the Burgan field began in 1946.
9. Exploration _____ oil and gas has been going on for over a hundred years.
10. Production _____ gas from deep-water reserves is our main area of expertise.

Задание 4. Образуйте однокоренные слова по образцу:

Verb	Noun (abstract)	Noun (person)
operate	operation	operator
extract		

	competition	
		consumer
produce		
explore		
	supply	
transport		

Задание 5. Заполните пропуски словами из ниже представленной таблицы:

London is where BP's corporate headquarters are (1) _____ and the UK is therefore a centre for many of its mainstream business functions. The UK is also home to three of BP's major global research and technology (2) _____.

Our (3) _____ and production business in Europe covers the North Sea – both the UK and Norway – and also The Netherlands. In Russia, we have an important joint venture through our 50% (4) _____ of TNK-BP, a major oil company with the majority of its assets in Russia. We are involved in a number of E&P projects in Azerbaijan, and are leading the Baku-Tbilisi-Ceyhan (BTC) pipeline project.

Refining and marketing activities are spread throughout Europe, with BP owning or having a stake in nine (5) _____ across the region. BP retail sites are a common sight in several European countries. In Germany, we (6) _____ under the ARAL brand. We also sell lubricants and other oil products in Europe to both (7) _____ and business customers.

locate	located	locating	location	locations
group	grouped	grouping	group	groups
explore	explored	exploring	explorer	exploration
own	owned	owning	owner	ownership
refine	refined	refining	refinery	refineries
market	marketed	marketing	market	
consume	consumed	consuming	consumer	consumers

Задание 6. Перескажите текст из задания 1, используя новые слова и словосочетания.

Задание 7. Прочитайте текст и ответьте на вопросы.

Digital, the New Language of Oil & Gas Marketing Are we on the first page of Google search? Have we made it on top? If not, are we getting there? For most of us, marketing professionals, we ask these questions very often. Few of us really know the answer. The tendency of every marketing professional out there is to hire a digital agency who doesn't know the industry dynamics of the energy sector. So, before you do the same, perhaps you can look into hiring a marketing professional who can guide the marketing department (let's say, hire me?). As soon as you hire a marketing professional, then the Oil & Gas marketing team will learn and understand the dynamics of content, engagement and digital infrastructure. Once that is achieved, you can then start the agency-hiring process. During the selection process, ensure that they know the difference between downstream, upstream and midstream, offshore and onshore, refining, process, and petrochemicals. The agency should talk and understand the language of oil & gas. They should eat riggings for breakfast and drink crude at night. Print is dead. That's what the case studies are saying in any business school. Whether Kellogg, Stanford, Harvard or Oxford, they are unanimous in saying that Print is dying and that digital is the way forward. That is the inevitable truth. Marketing professionals who are working in energy, oil & gas or petrochemical companies should now embrace this, or they will be left out, along with the fax machines and cassette tapes.

(From: gineersnow.com/industries/oil-gas/digital-marketing-oil-gas-industry-works).

Do you speak the language of oil & gas industry? When procurement specialist or engineers search the Internet for a solution, do you know which keywords they are using? If you have a marketing communications budget of \$10, will you spend it on an exhibition, digital ads, social media or magazine? What are the next steps? How can you optimize your marketing communication efforts within the oil & gas industry?

Практическое занятие 13.

CONTRACTS

Цель: изучить лексические и речевые структуры для устной и письменной коммуникации на английском языке, развить навыки работы с профессиональным текстом, научить студентов аргументировано формулировать мысль на английском языке в устной и письменной форме, участвовать в обсуждении тем, связанных с профессиональной деятельностью, пользоваться специальной терминологией, уметь вести деловую переписку для профессиональных целей.

Теоретическая часть

Данный лексический материал предназначен для знакомства и овладения специальными терминами, активному использованию предлагаемых слов и словосочетаний, подготовки к чтению, переводу и обсуждению текстов профессиональной направленности.

get down to business - переходить к делу

come to conclusion - делать вывод

be up to world standards - соответствовать мировым стандартам

be in great demand - пользоваться большим спросом

world market - мировой рынок

commercial side of the deal - коммерческая сторона сделки

clarify - уточнять

attractive price - привлекательная цена

reduce - уменьшать

consignment - партия товара

discount - скидка

purchase - покупка

suit - подходить

get in touch with - связываться

join into force - вступить в действие

payment for collection - платеж в форме инкассо

be appropriate - подходить

sign a contract - подписывать контракт

make bargain - совершать сделку

agree to - соглашаться

signature - подпись

put signature - ставить подпись

champagne - шампанское

celebrate - отмечать

propose a toast - говорить тост

business partner - деловой партнер

wish all the best - желать самого хорошего

cooperate successfully - успешно сотрудничать

Cheers! - за ваше здоровье!

drink to - пить за что-либо

bend over backwards - очень стараться

meet our interests - учесть наши интересы

do business - вести дела

fruitful negotiations - плодотворные переговоры

give a talk - проводить беседу

Задание 1. Ответьте на вопросы.

1. Why do businessmen need contracts?
2. What are the main points of the contract form?
3. Who can check a contract form?
4. When does any contract join into force?
5. Is it always important to have a contract in business?
6. Why do we need to sign the contract?
7. Do we need contracts only in business?
8. In what spheres of our life do we need contracts?
9. Have you ever signed the contract? Give an example.

Задание 3. Заполните пропуски в следующих предложениях, используя новые слова.

1. - I would like to discuss the _____ of our deal.
- Our price is not _____ to you?
2. - I can't _____ the contract, I must _____ with my company first.
- Let's meet next week then and _____.
3. - Our specialist _____ that your goods _____ to _____.
- Yes, they are in _____ on the _____.

Задание 4. Прочитайте, переведите диалог и ответьте на вопросы:

1. What is the purpose of the meeting?
2. What terms of the contract do they discuss?
3. Is the price attractive?
4. What have they decided about the terms of delivery?
5. Why can't Mr. Edwards sign the contract today?

Discussing contract form

A: Good afternoon, Mr. Edwards. It's so nice to see you again. Come in, please sit down.

B: Good afternoon, Mr. Forester. I'm also very pleased to see you. How are you doing?

A: Not bad, thank you. And how are you?

B: Very good, thank you.

A: I'm glad to hear that. Have you studied our contract form, Mr. Edwards?

B: Yes, I have studied it. And before we get down to business, I should say, that your goods are undoubtedly of high quality. Our technical specialists drew the conclusion that they are up to world standards.

A: Yes, that is why they are in great demand on the world market.

B: I would like to discuss the commercial side of our deal and the first thing to clarify is the prices.

A: You don't find them attractive, do you?

B: Yes, actually, we are going to buy a rather big consignment. So could you find it possible to reduce the price?

A: Well, I don't think we will agree to reduce the price, you know we are heavy with orders. But I think we could give a discount of 7 % on your purchase. Does it suit you?

B: Oh, that would be great, I think. But I must get in touch with my company. The next point to discuss is the terms of delivery.

A: Would you like to receive your purchase in parts?

B: Yes, if it is possible we would like to receive the first part after signing the contract, the second one at the end of the next month.

B: Oh, payment for collection suits us.

A: What about the other terms of the contract, do they suit you?

B: Yes, all the rest is OK.

A: Well, if your company agrees to these terms let's meet tomorrow at 11.30 and sign the contract.

B: I'll hope we'll make this bargain. See you tomorrow Mr. Forester.

A: See you tomorrow Mr. Edwards.

Задание 5. Прочитайте диалог еще раз. Согласитесь или нет со следующими высказываниями.

Образец: 1. *The University invites only Bachelors to give lectures.* - *It is false. The University invites foreign lecturers, bachelor and master-degree students from foreign universities to give lectures.*

2. *The University students have a chance to have on-the-job training broad.* - *It is true.*

1. Mr. Forester says the goods are in great demand on the world market.

2. Mr. Edwards is going to buy a big consignment.

3. Mr. Forester agreed to reduce the price for goods.

4. The businessmen discussed the terms of shipment.

5. Payment for collection isn't suitable for "Stones & Sons".

6. Mr. Edwards can't sign the contract because he has to get in touch with his company.

Задание 6. Прочитайте диалог еще раз и расскажите:

What have you learnt from the dialogue about business meeting? Who took part in the conversation? What have they discussed? What are the results of the meeting?

Задание 7. Напишите, какие основные пункты контрактов обсуждают бизнесмены.

Задание 8. Составьте аналогичный диалог.

Практическое занятие 14.

SCIENCE IN THE OIL AND GAS INDUSTRY

Цель: изучить лексические и грамматические структуры устной и письменной речи на английском языке, развить навыки работы с профессиональным текстом, научить студентов аргументировано формулировать мысль на английском языке в устной и письменной форме, участвовать в обсуждении тем, связанных с профессиональной деятельностью, пользоваться специальной терминологией, уметь вести деловую переписку для профессиональных целей.

Теоретическая часть

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assay	проба, анализ, взятие проб
crude oil	сырая, неочищенная нефть
assessment	оценка, оценивание
mercury	ртуть
database	база данных
refinery	нефтеперерабатывающий завод
cargo	груз
purchase	закупка; поднятие груза
arange of	разнообразие, количество
liquefied	разжиженный, расплавленный
subject	подвергать
measurement	измерение, система мер, параметр
feedstock	сырье, заготовки
pour point	температура текучести

Task 1. Read the following extract from the website of an assaying company called Intertek (www.intertek-cb.com). What services does the company provide?

Задание 1. Прочитайте информацию с сайта компании Intertek. Какие услуги предоставляет компания?

Assaying services

Full petroleum assay testing services are provided by Intertek through a global network of experienced crude oil laboratories. The Intertek crude oil labs perform detailed hydrocarbon analyses, staffed by expert petroleum chemists with state-of-the-art instrumentation. Intertek is the world's premier independent petroleum laboratory network, with the expertise and capabilities required for full crude oil assay assessments and detailed hydrocarbons analysis. Assay assessment includes:

- Full petroleum assay testing and analysis
- Full assay reporting
- Full crude oil characterization
- Detailed hydrocarbon analysis
- Methanol in crude monitoring
- Mercury in crude analysis
- Enter, smooth and graphically display laboratory crude assay data
- Store published crude assay in a secure database
- Compare graphically current crude assay to reference assay.

«Superb support from Intertek allowed crude oil samples to be analyzed and approved in 24 hours while the cargo was still at sea, enabling the crude oil to be optimally utilized by our refineries and enabled the purchase of a second cargo only four days later».

Task 2. Read the extract from Statoil's website (www.statoil.com). In chemical terms, what do you think is the meaning of the words 'premium', 'light' and 'sweet'? (NB: 'API' is a measurement of crude oil quality from the American Petroleum Institute):

Задание 2. Прочитайте информацию с сайта Statoil. Какое значение, по вашему мнению, имеют слова 'premium', 'light' и 'sweet' в терминах химии? (NB: 'API' – это единица измерения качества нефти, используемая в американском институте нефти):

Crude Oil Assays

Statoil is the world's third largest exporter of crude oil and the leading producer of North Sea crude. We can offer a variety of crudes from a range of more than twenty. Most of the crudes marketed by Statoil are premium, light, sweet grades.

– **Azeri Light** is a light, low sulphur crude oil.

Region: Asia

Quality: API between 30-40

– **Dalia** is a medium density, low sulphur crude oil.

Region: Africa

Quality: API between 20-30

– **Ekofisk Blend** is a light, low sulphur North Sea crude oil.

Region: Europe

Quality: API between 30-40

– **Grane** is a heavy, high TAN North Sea crude oil

Region: Europe

Quality: API below 20

– **Hungo Blend** is a medium density, medium sulphur crude oil.

Region: Africa

Quality: API between 20-30

– **Lufeng** is a medium density, low sulphur, waxy crude oil.

Region: Asia

Quality: API between 30-40

Task 3. Complete the passage below using the words in the box:

Задание 3. Заполните пропуски в тексте, используя слова, данные в рамочке?

content, dependent, determined, form, liquefied, proportions, subjected, types, whereas, yield
--

Crude oil and natural gas consist of hydrogen and carbon in different (1) _____. For example, crude oil contains between 84 and 87% carbon, (2) _____ natural gas contains between 65 and 80% carbon.

In crude oil, there are four (3) _____ if hydrocarbon molecule:

- the paraffin or alkane molecule
- the naphthene or cycloparaffin molecule
- the aromatic or benzene molecule
- the asphaltic molecule.

The physical properties of crude oil are (4) _____ by the relative percentage of these different hydrocarbon molecules. In turn, the quality and therefore the value of the product are also (5) _____ on what can be refined from the crude oil.

Broadly speaking, the greater the (6) _____ of asphaltic molecules there is, the more the crude oil can be refined into high-grade gasoline or asphalt. On the other hand, the greater the content of paraffin molecules, the waxier the crude, and therefore the greater the (7) _____ of lubricating oil and kerosene.

In refining, oil is (8) _____ to heat in a distilling column and products are extracted in liquid (9) _____ as they cool, with different products being extracted at different temperatures. The most demanded product in refining is gasoline, followed by heating fuel, jet fuel and then a number of less-produced products, including (10) _____ gases and various petro-chemical feedstock, such as methane, ethylene and propylene.

Task 4. Read the text and answer the questions that follow:

Задание 4. Прочитайте текст и ответьте на вопросы:

When purchasing crude oil, refiners are interested in the following information:

Origin. The oilfield of origin indicates the quality of the crude. Oil companies often sell a blend of crudes from different fields.

API. This stands for American Petroleum Institute and is a measure of the density of the oil. The higher the number, the lighter the oil. Light oils, often transparent in colour and very fluid, have an API of between 35 and 45. Heavy oils, which are very viscous and dark-coloured have an API of below 25.

Sulphur content. Sulphur is an undesirable element in crude oil and needs to be removed during the refining process.

Crude oil is called sweet or sour, depending on its sulphur content. Sweet crudes have less than 1 % sulphur content by weight, sour crudes somewhere over 1 %.

Pour point. This indicates the amount of wax in a crude oil and is the lowest point at which the oil will still pour before it solidifies. A waxy crude oil is found in liquid form below the surface before it is extracted, but can solidify as it is brought out of the ground and this can lead to clogging in the tubing of the well.

Crude oils are often measured against a benchmark, such as Brent from the North Sea, which has an API of 33 and a sulphur content of 0.3%.

1. Are there any blended crudes on the list?
2. Which is the heaviest oil on the list?
3. Which oils would be transparent in colour?
4. Which is the sourest crude on the list?
5. Which crude might clog as it is extracted from the ground?
6. Which crudes are closest to the Brent crude benchmark?

Task 5. Look through the operations which are involved in different kinds of testing or analysis. Give them Russian equivalents. Do you know any other scientific operations not mentioned here?

Задание 5. Просмотрите, какие операции выполняются в процессе взятия проб и анализов нефти. Дайте русские эквиваленты. Вы знаете, какие еще научные исследования могут проводиться в процессе взятия проб нефти?

Analyzing Gauging Monitoring Researching	Assaying Interpreting Plotting Sampling	Benchmarking Logging Recording Surveying	Disseminating Measuring Reporting
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**МИНИСТЕРСТВО НАУКИ ВЫСШЕГО ОБРАЗОВАНИЯ И НАУКИ РОССИЙСКОЙ
ФЕДЕРАЦИИ
Федеральное государственное автономное образовательное учреждение
высшего образования
«СЕВЕРО-КАВКАЗСКИЙ ФЕДЕРАЛЬНЫЙ УНИВЕРСИТЕТ»**

**МЕТОДИЧЕСКИЕ РЕКОМЕНДАЦИИ ПО ОРГАНИЗАЦИИ САМОСТОЯТЕЛЬНОЙ
РАБОТЫ СТУДЕНТОВ ПО ДИСЦИПЛИНЕ**

ИНОСТРАННЫЙ ЯЗЫК В СФЕРЕ ПРОФЕССИОНАЛЬНОЙ КОММУНИКАЦИИ

**по направлению 23.04.03 Эксплуатация транспортно-технологических
машин и комплексов**

направленность (профиль) «Техническая эксплуатация автомобилей»

Ставрополь, 2026

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1. Введение

Самостоятельная работа - планируемая учебная, учебно-исследовательская, научно-исследовательская работа студентов, выполняемая во внеаудиторное (аудиторное) время по заданию и при методическом руководстве преподавателя, но без его непосредственного участия (при частичном непосредственном участии преподавателя, оставляющем ведущую роль за работой студентов).

Самостоятельная работа студентов (СРС) в ВУЗе является важным видом учебной и научной деятельности студента. Самостоятельная работа студентов играет значительную роль в рейтинговой технологии обучения.

К основным видам самостоятельной работы студентов по дисциплине «Иностранный язык в сфере профессиональной коммуникации (английский)» относятся:

- подготовка к практическим занятиям;
- выполнение домашних заданий в виде выполнения упражнений и заданий по теме;
- самостоятельное изучение тем;
- подготовка к собеседованию по теме;
- выполнение индивидуальных (групповых) проектов (презентаций);
- подготовка к тестированию.

Методика организации самостоятельной работы студентов зависит от структуры, характера и особенностей изучаемой дисциплины, объема часов на ее изучение, вида заданий для самостоятельной работы студентов, индивидуальных качеств студентов и условий учебной деятельности.

Процесс организации самостоятельной работы студентов включает в себя следующие этапы:

- подготовительный (определение целей, составление программы, подготовка методического обеспечения);
- основной (реализация программы, выполнение заданий, самоорганизация процесса работы);
- заключительный (оценка значимости и анализ результатов самостоятельной работы, оценка эффективности программы и приемов работы, выводы о перспективах дальнейшего изучения).

Самостоятельная работа по дисциплине «Иностранный язык (Английский) в сфере профессиональной коммуникации» направлена на формирование следующих компетенций:

Индекс	Формулировка:
УК-4	Способен применять современные коммуникативные технологии, в том числе на иностранном(ых) языке(ах), для академического и профессионального взаимодействия

2. Цель и задачи самостоятельной работы

Ведущая цель организации и осуществления СРС совпадает с целью обучения студента – формирование набора профессионально-профильных компетенций будущего магистра по направлению подготовки 23.04.03 Эксплуатация транспортно-технологических машин и комплексов.

При организации СРС важным и необходимым условием становятся формирование умения самостоятельной работы для приобретения знаний, навыков и возможности организации учебной и научной деятельности. Целью самостоятельной работы студентов является овладение фундаментальными знаниями, профессиональными умениями и навыками деятельности по профилю, опытом творческой, исследовательской деятельности. Самостоятельная работа студентов способствует развитию самостоятельности,

ответственности и организованности, творческого подхода к решению проблем учебного и профессионального уровня.

Целью изучения дисциплины «Иностранный язык в сфере профессиональной коммуникации (английский)» является приобретение студентами коммуникативной компетенции, уровень которой на отдельных этапах языковой подготовки позволяет практически использовать иностранный язык в профессиональной деятельности.

Данная цель определяет задачи СРС:

- - формирование навыка анализа научных текстов на иностранном языке;
- - формирование навыка критической оценки эффективности различных методов и технологий академической и профессиональной коммуникации на иностранном языке
- - формирование навыка выступления на научном семинаре, навыками ведения беседы, дискуссии в профессиональной сфере;
- - овладение методами и технологиями различных типов коммуникаций на иностранном языке при осуществлении академической и профессиональной деятельности;
- - формирование навыка делового общения на иностранном языке для академического и профессионального взаимодействия.

3. Порядок выполнения самостоятельной работы студентом

3.1. Методические рекомендации по работе с учебной литературой

При работе с базовым учебником соблюдайте следующие рекомендации:

Дисциплина «Иностранный язык в сфере профессиональной коммуникации (английский)» призвана сформировать у студентов коммуникативную компетенцию, уровень которой позволит практически использовать иностранный язык в профессиональной деятельности.

Для того, чтобы употреблять английский язык в сфере профессиональной коммуникации необходимо освоить произношение, грамматику, словарный запас, в частности термины нефтегазовой отрасли, научиться читать и понимать литературу по специальности, знать основы делового общения и переписки на английском языке.

Прежде всего, необходимо научиться правильно произносить и читать слова и предложения. Чтобы научиться правильно произносить звуки и правильно читать тексты на английском языке, следует: во-первых, усвоить правила произношения отдельных букв и буквосочетаний, а также, правила ударения в слове и в целом предложении; во-вторых, регулярно упражняться в чтении и произношении по соответствующим разделам учебника и учебных пособий.

Для того чтобы научиться правильно читать и понимать английскую речь, следует широко использовать технические средства, сочетающие зрительное и звуковое восприятие.

Чтобы понимать читаемую литературу, необходимо овладеть определенным запасом слов и выражений. Для этого рекомендуется регулярно читать на английском языке учебные тексты, газеты и оригинальную литературу по специальности.

Работу над закреплением и обогащением лексического запаса рекомендуем проводить следующим образом:

1. Работая со словарем, выучите английский алфавит, а также ознакомьтесь по предисловию с построением словаря и с системой условных обозначений, принятых в данном словаре.

2. Слова выписывайте в тетрадь или на карточки в исходной форме с соответствующей грамматической характеристикой, т.е. существительные – с определенным артиклем, в именительном падеже единственного числа, указывая окончание родительного падежа единственного числа и суффикс множественного числа; глаголы в неопределенной

форме (в инфинитиве), указывая для сильных глаголов основные формы; прилагательные – в краткой форме.

3. Выписывайте и запоминайте в первую очередь наиболее употребительные глаголы, существительные, прилагательные и наречия, а также, строевые слова (т. е., все местоимения, модальные и вспомогательные глаголы, предлоги, союзы и частицы). Ориентируйтесь при этом на словари-минимумы соответствующих учебников и учебных пособий.

4. Учитывайте при переводе многозначность слов и выбирайте в словаре подходящее по значению русское слово, исходя из общего содержания переводимого текста.

5. В каждом языке имеются специфические словосочетания, свойственные только данному языку. Эти словосочетания (так называемые идиоматические выражения) являются неразрывным целым, значение которого не всегда можно уяснить путем перевода составляющих его слов. Устойчивые словосочетания одного языка не могут быть буквально переведены на другой язык. Такие обороты и выражения следует выписывать целиком и заучивать наизусть.

Поскольку основной целевой установкой обучения является получение информации из иноязычного источника, особое внимание следует уделять чтению текстов. Понимание иностранного текста достигается при осуществлении двух видов чтения:

- 1) чтение с общим охватом содержания;
- 2) изучающего чтения.

Понимание всех деталей текста не является обязательным. Читая текст, предназначенный для понимания общего содержания, необходимо, не обращаясь к словарю, понять основной смысл прочитанного. Чтение с охватом содержания складывается из следующих умений:

- а) догадываться о значении незнакомых слов на основе словообразовательных признаков и контекста;
- б) видеть интернациональные слова и устанавливать их значение;
- в) находить знакомые грамматические формы и конструкции и устанавливать их эквиваленты в русском языке;
- г) использовать имеющийся в тексте иллюстрированный материал, схемы, формулы и т.п.;

д) применять знания по специальным и общетехническим предметам в качестве основы смысловой и языковой догадки.

Точное и полное понимание текста осуществляется путем изучающего чтения. Изучающее чтение предполагает умение самостоятельно проводить лексико-грамматический анализ, используя знания общетехнических и специальных предметов. Итогом изучающего чтения является точный перевод текста на родной язык. Проводя этот вид работы, следует развивать навыки адекватного перевода текста (устного или письменного) с использованием отраслевых, терминологических словарей, словарей сокращений.

При работе со словарем необходимо обращать внимание на многозначность английских слов, рассматривать приводимые примеры употребления слов в различных контекстах. При работе со словарем также необходимо отличное знание транскрипции слов. При этом необходимо обращать внимание на ударение, на грамматическую характеристику слова (образование мн.ч. у существительных, правильность/неправильность глаголов и т.д.). Особое внимание следует обратить на стилистические пометы, сочетаемость слов, использование в определенном контексте. Обязательно использовать как двуязычные словари, так и толковые английские словари при работе с лексикой.

Для будущих профессионалов в области геологии нефти и газа немаловажно соблюдать произносительные нормы, поэтому следует уделять особое внимание произношению слов, данному в транскрипции в словарях.

При работе с грамматическим материалом необходимо пользоваться грамматическими справочниками, поскольку они снабжены таблицами, схемами и рисунками, позволяющими систематизировать материал, данный на уроке. Умение работать

с литературой – важный фактор успешности учебной деятельности студента и, вместе с тем, показатель его развития как субъекта познания.

При выборе источника теоретического материала надо исходить из основных понятий по теме, что бы точно знать, что конкретно искать в том или ином издании (см. аннотацию к книге).

- для более глубокого усвоения и понимания материала следует читать не только имеющиеся в тексте определения или теоретические представления, но и примеры.

- чтобы получить объемные и системные представления по теме, нужно посмотреть несколько работ (возможно альтернативных) по данному вопросу.

- не следует конспектировать весь текст, относящийся к рассматриваемой проблеме, так как такой подход не дает возможности осознать материал. Необходимо выделить и законспектировать только основные положения, позволяющие выстроить логику ответа на вопросы интересующей темы.

- в целях самоконтроля по усвоению материала можно выполнить задания по данной теме (в конце параграфа или раздела книги).

3.2. Методические рекомендации по подготовке к практическим занятиям

Успешно овладеть иностранным языком можно лишь в том случае, если заниматься языком систематически. Данные методические рекомендации ставят цель помочь студентам в их самостоятельной работе над языком и способствовать развитию у студентов организованности, ответственности и самостоятельности.

Важной формой самостоятельной работы студента является систематическая и планомерная подготовка к практическому занятию. Студент должен познакомиться с планом практических занятий и списком обязательной и дополнительной литературы, которую необходимо прочитать, изучить и выполнить задания. Разъяснение по вопросам новой темы студенты получают у преподавателя в конце предыдущего практического занятия.

Подготовка к практическому занятию требует, прежде всего, чтения рекомендуемого материала и выполнения заданий. Важным этапом в самостоятельной работе студента является повторение материала предыдущего занятия. Одна из главных составляющих внеаудиторной подготовки – работа с учебником. Она предполагает систематическую работу, выполнение заданий по темам.

В конце каждой темы подводятся итоги, предлагаются темы для дискуссии, выносятся вопросы для собеседования. Как средство контроля и учета знаний студентов в течение семестра проводятся тестирования.

При разработке рабочей программы предусмотрено, что определенные темы изучаются студентами самостоятельно.

Успешному осуществлению внеаудиторной самостоятельной работы способствуют собеседования. Они обеспечивают непосредственную связь между студентом и преподавателем (по ним преподаватель судит о трудностях, возникающих у студентов в ходе учебного процесса, о степени усвоения предмета, о помощи, какую надо указать, чтобы устранить пробелы в знаниях); они используются для осуществления контрольных функций.

3.3. Методические рекомендации по самопроверке знаний

После изучения определенной темы по учебнику, обсуждения темы на практических занятиях, студенту рекомендуется провести самопроверку усвоенных знаний, ответив на контрольные вопросы по изученной теме.

В случае необходимости нужно еще раз внимательно разобраться в материале.

Иногда недостаточность усвоения того или иного вопроса выясняется только при изучении дальнейшего материала. В этом случае надо вернуться назад и повторить плохо усвоенный материал. Важный критерий усвоения теоретического материала – знание теоретического материала, умение отвечать на вопросы во время собеседования по теме, а также умение пройти тестирование по пройденному материалу.

3.4. Методические рекомендации по самостоятельному изучению тем

Рабочей программой дисциплины «Иностранный язык в сфере профессиональной коммуникации (английский)» предусмотрено самостоятельное изучение тем.

Цель изучения тем заключается в развитии навыков общения по определенной теме в сфере профессиональной коммуникации. Для изучения темы необходимо использовать теоретический материал в виде ключевых слов, выражений и текста. Полученные при изучении данной темы знания вы должны использовать при выполнении заданий.

Для того, чтобы самостоятельно изучить темы дисциплины, необходимо:

1. Выучить слова и выражения по данной теме.
2. Прочитать и перевести текст.
3. Ответить на вопросы по тексту.
4. Выполнить задания к тексту.
5. Составить свое монологическое высказывание по теме.
6. Подготовиться к собеседованию с преподавателем по теме.

Темы и задания для самостоятельного изучения

BUSINESS CONTACTS

Теоретическая часть

Данный лексический материал предназначен для знакомства и овладения специальными терминами, активному использованию предлагаемых слов и словосочетаний, подготовки к чтению, переводу и обсуждению текстов официально-делового стиля.

business card	визитная карточка
contact	контакт
greet	приветствовать
greeting	приветствие
introduce	представлять
introduction	представление
job title	должность
legal	юридический
law	Закон
nationality	гражданство
qualification	квалификация
qualify	обладать квалификацией
software	программное обеспечение

Задание 1. Прочитайте и переведите текст:

Working in a foreign country

There is a new type of worker in today's global business

Today, more and more people travel in their job. Carlos Ghosn is a Brazilian businessman and he travels to different countries for his work. He is the head of the French car company Renault, and he spends 40 per cent of his time in Paris. He is also the head of Nissan, and he spends 35 per cent of his time in Asia, in Tokyo. He spends 25 per cent of his time in other countries, such as the USA.

Some employees travel to different countries to work on projects. They are in a country until a project ends and then they return home. For example, many IT engineers live in India but work on projects in the UK and the USA. Other people live in a country but go to work every day in a different country. In Europe, workers regularly commute between Brussels, London and Paris. Plane tickets are not expensive and travel between the cities is easy with a European passport.

But is the increase in business travel a good thing? It is interesting for employees to meet different nationalities. It is also good for business to have contacts in different countries around the world. But there are also problems. Some employees spend a lot of time away from their home country and it is not easy for governments to decide exactly where workers should pay tax.

Задание 2. Найдите в тексте “Working in a foreign country” следующую информацию:

- 1 Carlos Ghosn's nationality Brazilian
- 2 two companies that he works for _____
- 3 a city in Asia _____
- 4 three European cities _____
- 5 a country in Asia _____

Задание 3. Перечитайте текст “Working in a foreign country” и определите, являются ли данные ниже утверждения истинными (true) или ложными (false):

- 1 Carlos Ghosn is the head of BMW. *false*
- 2 He travels between Asia, Europe and the USA.
- 3 Some workers travel to different countries to work on projects.
- 4 Indian software engineers work on projects in the UK.
- 5 It's difficult to travel between European cities.
- 6 It's interesting to meet people from different countries.
- 7 Contacts in different countries are good for business.
- 8 It isn't difficult to know what country to pay tax in.

Задание 4. Вставьте нужную форму глагола to be:

- 1 _____ you a student?
- 2 Ali _____ a student. He's an accountant.
- 3 Leo and Elena _____ from Russia.
- 4 I _____ Chinese.
- 5 _____ Mr Amery the head of the company?
- 6 We _____ from the USA We're British.
- 7 Dominique _____ an engineer.
- 8 _____ SMGP an Indian bank?

Задание 5. Вставьте нужную форму глагола to be. Используйте сокращенные формы там, где возможно:

John: _____ you Rob Shaw?

Rob: Yes, I _____.

John: Hi. I _____ John Devlin. I'm with Karlsco.

Rob: Hi, John. _____ Karlsco an American company?

John: No, it _____ a German company. You _____ with Retcorp, aren't you?

Rob: Yes, I _____. _____ you an engineer?

John: No, I _____. I _____ a sales manager.

Задание 6. Заполните пропуски данными ниже словами. Используйте неопределенный артикль a / an там, где необходимо:

Accountant, designer, architect, teacher, mechanic, salesperson, lawyer, receptionist

- 1 Laura is _____ - she helps people with legal problems.
- 2 Marco is _____ - he builds offices.
- 3 Stella is _____ - she's good with cars.
- 4 I'm _____ - I work with money.
- 5 Gregor and Sam are _____ - they give lessons at the college.
- 6 Philo is _____ - she's good at art.
- 7 Ronaldo and I work at Walmart - we're _____.
- 8 Helen is _____ - she welcomes visitors to the company.

Задание 7. Вставьте нужную форму глагола to be или артикль a/an, the:

- 1 A _____ you Desmond Drake?
- B No, I' _____ Howard Drake.
- 2 A Sabine and Martine _____ from France.
- B That's right. Sabine _____ from Paris.
- 3 A _____ you and George American?
- B No, we _____. We' _____ British.
- 4 A _____ Helma _____ designer?

B No, she _____. She's _____ engineer.

5 A _____ Ravi and Ali accountants?

B Yes, they _____. They work in _____ finance department.

Задание 8. Заполните пропуски названиями стран или национальностей:

1 Mariella is from Barcelona - she's _____.

2 Apple is an American company. It's based in _____.

3 Serona is an _____ company. It has offices in Rome and Milan.

4 Wei and Fang are _____. Their home is in Shanghai.

5 Elena is _____. She has an apartment in Moscow.

6 I often visit France on business, but I don't speak _____.

7 We have business contacts in Sao Paulo in _____.

8 Many _____ businesses have offices in Delhi.

Задание 9. Составьте вопросительные предложения:

6 you / from / are / Where ?

7 company / with / you / What / are ?

8 do / you / What / do ?

9 your / name / What's ?

Заполните пропуски составленными вопросами:

1 _____

Diego Rossini.

2 _____

Brazil.

3 _____

I'm a human resources manager.

4 _____

Hemingway Consultants - it's an American company.

TEAMWORK

Теоретическая часть

Данный лексический материал предназначен для знакомства и овладения специальными терминами, активному использованию предлагаемых слов и словосочетаний, подготовки к чтению, переводу и обсуждению текстов официально-делового стиля.

colleague	коллега
communication	коммуникация
communicate	осуществлять коммуникацию
consultant	консультант
degree	уровень образования
opinion	мнение
PhD	доктор
team	команда
team leader	лидер команды
team member	член команды
teamwork	работа в команде
technology	технология

Задание 1. Прочитайте и переведите текст:

Teams with bright ideas

Better ways of working together

Teams are important in modern business. Many companies want all their employees to be good at teamwork and they want the CEO, directors and managers to be good at organizing teamwork.

In traditional teams, people usually work for the same company. Sometimes team members are from the same department and sometimes from different departments. Today, colleagues often

work on international projects, and modern technology helps members of the team to communicate. People use the internet and video conferences to talk to each other when they are in different countries.

Teams are not always formal. Employees often meet with people from other departments at work, for example over coffee. These groups are not organised teams, but they are important. They network and talk about work, and they help to communicate information between departments.

Some companies have teams that meet in unusual places. Companies build rooms for teamwork so that these special teams can meet outside their normal office. The rooms look different from normal offices, for example painted in bright colours. Some managers think this helps teams to be creative. It is also important to have regular contact with other departments in the main company - such as design, marketing, production and finance. This sometimes helps the team to decide if an idea is good or bad.

Задание 2. Прочитайте текст “Teams with bright ideas” и определите, являются ли данные ниже утверждения истинными (true) или ложными (false):

- 1 Modern companies want bosses to organize teams. *true*
- 2 Team members are always from the same country.
- 3 Teams are never informal.
- 4 Colleagues meet to discuss work.
- 5 Some teams meet away from the office.
- 6 It isn't important for teams to communicate with other departments.

Задание 3. Определите, какое из следующих предложений передает основную идею текста “Teams with bright ideas”:

- a All managers are good at teamwork.
- b Modern teams are always formal.
- c There is more than one kind of team.

Задание 4. Укажите номер абзаца 1-4, который содержит следующую информацию:

- | | |
|---|-----------------|
| interesting places for teams to meet | paragraph----- |
| groups of colleagues | paragraph----- |
| modern technology | paragraph ----- |
| people who need to be good team members | paragraph----- |

Задание 5. Соотнесите названия отделов с их определениями:

- | | |
|----------------------------------|--|
| 1 Design | a makes products |
| 2 Marketing | b sells to customers |
| 3 IT | c buys products or services for the company |
| 4 Production | d deals with the company's accounts |
| 5 Finance | e hires new employees and organizes training |
| 6 Buying | f arranges artwork |
| 7 Sales | g maintains the company's computer systems |
| 8 Human Resources (HR) | h invents and develops new products |
| 9 Research and Development (R&D) | i promotes products or services |

Задание 6. Заполните пропуски названиями отделов из задания 5:

Hi Patrick

We want departments to work together to produce a new digital camera.

Please contact Philip from to _____ organize the budget. It's also a good idea to speak to Maggie from the _____ department - ask her to organize a team to develop the product. She can talk to someone from _____ to buy parts. It's important to communicate with the

_____ department, so that they know when to make the camera.
Finally, we need a team from _____ to promote the product, so can you contact Andrew?

Thanks Vanessa

Задание 7. Заполните пропуски данными ниже словами:

directors CEO employees staff manager colleagues boss personnel

1 A _____ makes important decisions and leads the company.

2 I enjoy my job because I like the people I work with. They are great _____.

3 We are pleased to welcome two new _____ to the board.

4 She's a good sales _____. She's in charge of sales teams in Belgium and France.

5 The _____ restaurant is open at 12:00pm for lunch.

6 My _____ is in charge of 14 people.

Задание 8. Раскройте скобки, используя правильную форму глагола в Present Simple:

a At midnight, I (write) a report and send it to the team.

b We (have) a video conference every Monday.

c My company (be) in London but I (work) with an international team.

d She (work) in Dubai.

e The team (have) a meeting every week.

Задание 9. Заполните пропуски, используя один из данных ниже глаголов в нужной форме:

have (x2) start (x2) work (x2) drive (x2) meet live

I _____ in a house with two people, Andrea and Rob. We _____ for the same company, but in different departments. Andrea is a design manager, and Rob _____ in HR. Andrea usually _____ to work because she _____ her job at 8:00am. Rob and I _____ work at 9:30am, so we often travel by train. On Friday, we all start at 9:00am and we _____ to the office together. Rob often goes out and _____ lunch in a restaurant, but Andrea and I usually _____ lunch at our desks because we're busy. On Thursday, we _____ colleagues from other departments after work.

Задание 10. Определите место наречий частотности в следующих предложениях:

a Colleagues work on international projects. OFTEN

b In traditional teams, people work for the same company. USUALLY

c This helps the team to decide if an idea is good or bad. SOMETIMES

d Teams are not formal. ALWAYS

Задание 11. Подчеркните правильную форму глагола в Present Simple:

1 Jacob *live* / *lives* in Manchester.

2 I *work* / *works* in the city centre.

3 We *catch* / *catches* the 7:50 train to work.

4 She *eat* / *eats* lunch in the staff restaurant.

5 You *have* / *has* eight members in your team.

6 He *leave* / *leaves* work early on Monday.

Задание 12. Найдите и исправьте ошибки в следующих предложениях. Невсепредложения содержат ошибки:

1 Francis has a meeting on Friday always.

2 We usually have lunch in a cafe.

3 Kelly often is late for work.

4 I leave the office never at six o'clock.

5 The CEO is always in his office at 830.

6 They have sometimes a video conference in the morning.

7 We go to often team meetings.

8 Josh and Mia listen to other people's opinions never.

Задание 13. Соотнесите начало и конец предложений:

1 This is _____ a _____ a designer

2	Pleased to	b	art department
3	Jan is	c	the design team
4	She works in the	d	Jan Carlton
5	She's in charge of	e	meet you

COMPANIES

Теоретическая часть

Данный лексический материал предназначен для знакомства и овладения специальными терминами, активному использованию предлагаемых слов и словосочетаний, подготовки к чтению, переводу и обсуждению текстов официально-делового стиля.

base	база
company	компания
employee	сотрудник
employ	принимать на работу
employer	работодатель
factory	предприятие
headquarters	штаб-квартира
manufacture	производить
manufacturing	производство
manufacturer	производитель
profit	прибыль
profitable	прибыльный
retail	розничная продажа
retail outlet	торговая точка
retailer	розничный торговец
sector	сектор
service industry	индустрия обслуживания
specialise	специализироваться
specialist	специалист

Задание 1. Прочитайте и переведите текст:

Look east

An Italian success story

Luxottica makes sunglasses. It is an Italian company and 85% of its factories are in Italy. But less than 5% of Luxottica's sales are in its home country. Most of Luxottica's shops are in the USA. The company produces glasses for Chanel, Prada, Bulgari and other companies selling luxury goods. It also owns Ray-Ban sunglasses, and about 15% of the group's sales are from Ray-Ban.

Luxottica's main competitor is Safilo, another Italian glasses manufacturer. The big difference between Luxottica and Safilo is that Safilo has 50 shops and Luxottica has nearly 5,500 shops.

Luxottica started as a manufacturing company. Today, they make more money from retail than from manufacturing. They specialise in glasses that cost £50 or more. This market is ten times more profitable than the market in cheap glasses.

The company has two big challenges in the future. The first challenge is China. At the moment, Luxottica has 250 shops there. But the company wants to double the number of shops to 500. The second challenge is the next chairperson. The company's founder is 70-year-old Mr Del Vecchio. At the moment, he is the chairperson and he owns 70% of the company. It is a family company, but Mr Del Vecchio's four children don't work for Luxottica. A new chairperson could make changes that turn Luxottica from a family company into a multinational.

Задание 2. Соотнесите цифры 1-6 с информацией, к которой они относятся a-f:

1	70	a	the number of shops that the company wants in China
2	5%	b	the minimum price of Luxottica's glasses
3	15%	c	Mr Del Vecchio's age

- | | | | |
|---|-----|---|---|
| 4 | £50 | d | group sales from Ray-Ban |
| 5 | 500 | e | Luxottica's manufacturing in its factories in Italy |
| 6 | 85% | f | Luxottica's sales in Italy |

Задание 3. Определите, в какой из следующих строк а-с лучше всего отражается тема статьи “Look east”:

- a Designer glasses in China
- b The price of Italian sunglasses
- c A company that manufactures and retails glasses

Задание 4. Перечитайте текст “ Look east” и определите, являются ли данные ниже утверждения истинными (true) или ложными (false):

- 1 Luxottica is a Chinese company. *false*
- 2 It doesn't sell products only in Italy.
- 3 Luxottica manufactures most of its glasses in the USA.
- 4 The company also produces glasses for other companies.
- 5 They make more profit from manufacturing than retail.
- 6 Luxottica doesn't have any competitors.
- 7 The company wants to open shops in China.
- 8 Mr Del Vecchio's children work for the company.

Задание 5. Из выделенных курсивом слов выберите подходящее по смыслу:

- 1A multinational company is a large *organiser / organisation*.
- 2 Department stores *sale / sell* a lot of different *products / producers*.
- 3 Swatch is a watch *maker / make*.
- 4 Our office is in a *builder/ building* in Kowloon.
- 5 A lot of people in this country work in *manufacturing / manufacturer*.
- 6 Many *retails / retailers* buy direct from the factory.
- 7 Who is your main *compete / competitor* in the computer market?

Задание 6. Заполните пропуски данными ниже словами:

Manufacturer, retail outlets, competitor, produces, build, sell.

Mahindra and Mahindra (M&M) is a big tractor _____inIndia. It_____more than 68,000 tractors in its factories every year. Its main_____is a company called TAFE, which produces 48,000 tractors. The companies_____the tractors at home and also to the USA and Europe. M&M has 270_____ _____in the USA. Now the company also plans to_____factories in China.

Задание 7. Составьте предложения:

- 1speaking / Sam / Hello, / Reynolds
- 2 Lorco / say / you / Sorry, / did ?
- 3 right / that's / Yes,
- 4 please / spell / you / Can / that, ?
- 5 say / again, / please / you / Could / that ?
- 6 your / help / Thanks / for

Задание 8. Сделайте следующие предложения отрицательными:

- 3 Ulla works in Lisbon.
- 4 The company has 200 employees.
 - 3 We make computers.
 - 4 Alice and Cheung sell mobile phones.
 - 5 Kyle organises conferences.

Задание 9. Заполнитепропуски, используяdo, does, don't илиdoesn't:

- A _____you work for Westfield Electronics?
- B No, I_____. I work for Danemart.
- A _____Grace Davies work for Danemart?
- B Yes, she _____. She works in the marketing department.
- A _____your company manufacture televisions?

B No, it _____. It makes radios.

Задание 10. Заполните пропуски в вопросах 1-4, используя Who, Howmany, What или Where, и выберите на них ответы a-d:

- 1 _____ does the factory manufacture?
- 2 _____ does Ottwell have factories?
- 3 _____ people does the company employ?
- 4 _____ does the company sell to?

- a shoes
- b Turkey
- c 180
- d luxury shoe shops

Задание 11. Заполните пропуски, используя a, an или the:

- 1 Clive works for _____ bank in London. _____ Queen of England banks there.
- 2 Jardin Care is _____ Canadian company and _____ headquarters are in Toronto.
- 3 I can meet you at _____ station or you can get _____ taxi.
- 4 Wavetel is _____ big IT company with three finance directors. Geraldine is _____ finance director there.

Задание 12. Соотнесите вопросы 1-6 с ответами a-f:

- a The company is called/ It's called [ICI].
 - b It's based in [Toronto].
 - c It has offices / factories in [Poland].
 - d It's a [manufacturing] company.
 - e It makes / sells [cars].
 - f It employs [250] people.
- 1 What type of company is it?
 - 2 How many employees does it have?
 - 3 What is the company called? / Who do you work for?
 - 4 What does it do?
 - 5 Where is it based?
 - 6 Where are its factories?

Задание 13. Из выделенных курсивом слов выберите подходящее по смыслу:

Franco Martinez *are / is* the CEO of Webplan, and it is *a / the* successful internet company. Webplan *employs / employer* 5,000 people in Asia and Europe. Mr Martinez *always / does* arrives in the office at 8am. He has a glass of water because he *not / doesn't* drink tea or coffee. Then he *read / reads* his emails. He has a meeting with *a / the* marketing department at 10am every day. He doesn't often *has / have* lunch. He has a sandwich at his desk. In *the / an* afternoon he meets the design team. The employees at Webplan never *don't work / work* after 6pm.

Задание 14. Сделайте следующие предложения отрицательными (-) или вопросительными (?):

- 1 Luxottica makes glasses. (?)
- 2 The CEO lives in Germany. (-)
- 3 They have offices in Tokyo. (?)
- 4 We manufacture Porsche cars in India. (-)
- 5 You work in the USA. (?)
- 6 Fiat employ 12,000 people. (-)
- 7 I have Hani's address. (?)
- 8 Mr and Mrs Sanz live in Berlin. (-)

Задание 15. Заполните пропуски в тексте данными ниже словами (первая буква слова указана):

manufacture

manufacturing

<i>products</i>	<i>production</i>
<i>sales</i>	<i>sells</i>
<i>staff</i>	<i>produces</i>

Vinway International is a m_____and retail company. It p_____electrical equipment and it s_____ its p_____in shops in Europe and Asia. We m_____digital radios. We have a good p_____ department and s_____department. We are a small company with good managers and s_____.

Задание 16. Заполните пропуски следующими фразами:

It employs... *It's a...* *It's based in...*
It sells... *The company...* *is called...*
It has offices in...

1. ... Raven Ltd.
2. ... Bristol, in the UK.
3. ... Europe and the USA.
4. ... retail company.
5. ... clothes.
6. ... 120 people.

PROJECTS AND SOLUTIONS

Теоретическая часть

Данный лексический материал предназначен для знакомства и овладения специальными терминами, активному использованию предлагаемых слов и словосочетаний, подготовки к чтению, переводу и обсуждению текстов официально-делового стиля.

aim	цель
budget	бюджет
deadline	срок исполнения
labour	труд
materials	материалы
project	проект
project manager	руководитель проекта
research	исследования
schedule	график
stage	этап

Задание 1. Прочитайте и переведите текст:

Project analysis

The importance of managing projects well

George Stephenson built a railway from Liverpool to Manchester in the 1820s. It was 45 per cent over budget and there were a lot of delays. Today, it is still difficult to manage big projects. The construction of Wembley Stadium, the home of English soccer, was £750m (\$1.4 billion) over budget and the project finished late.

Smaller projects can also have problems. Research shows that IT projects often have problems with budgets and deadlines. In 2004, the cost of IT projects was usually 56 per cent more than the budget, and most projects took 84 per cent more time than planned.

Some projects fail because the work takes longer than planned. Sometimes the cost of labour or materials is more than the agreed budget. But good project management can increase a company's profits. A big German company decided to improve its project management, and the result was that it added one billion euros per year to its profits.

Project management isn't a new science. It has an international association, the Project Management Institute (PMI), based in Pennsylvania, USA. The PMI sets professional exams that

thousands of people take every year. It has 150,000 members in 150 countries. All of the members are specialists in managing projects.

So, it is possible for big projects to succeed. The Saudi-Aramco Haradh gas pipeline is one example. The \$2 billion project finished six months early and 27 per cent under budget. The project manager and the client were both very happy.

Задание 2. Отметьте галочкой упомянутые в тексте проекты:

☐ retail ☐ construction ☐ electronics ☐ IT ☐ education

Задание 3. Перечитайте текст “Project analysis” и определите, являются ли данные ниже утверждения истинными (true) или ложными (false):

- 1 George Stephenson's project finished on time. *false*
- 2 Many big projects have problems.
- 3 IT don't have problems with deadlines.
- 4 IT projects are often more than 50 per cent over budget.
- 5 Some projects fail because they are late or have unexpected costs.
- 6 The PMI has members in different countries.
- 7 The Haradh gas project cost more than the planned budget.

Задание 4. Выпишите из текста все глаголы в Past Simple.

Задание 5. Используйте глаголы в скобках в Past Simple:

Three Canadian students(work) together on a college project last year and their idea (make) them a million dollars in ten months. IT students Carl Newman, Elizabeth New and Janet Collins (start) a website to help people with computer problems. Their teachers (say) that it (be) a good idea. More and more people from all around the world (visit) the website. In June they (sell) the idea to an international media corporation. Their college course (finish) three months ago. Now the three friends live in Toronto and have a successful IT company.

Задание 6. Заполните пропуски, используя предлоги *in, on, at* там, где необходимо:

- 1 The project started ... May 2007.
- 2 Are you free ... Monday morning?
- 3 Charles visited the factory ... last February.
- 4 What do you usually do ... New Year's Day?
- 5 Ask Sunil to finish the budget ... the morning.
- 6 The client wanted to see the plans ... three thirty.

Задание 7. Заполните пропуски, используя данные ниже слова:

International, more, client, late, succeeded, failed

- 1 QLD has offices in New York, Rio and Paris. It's an ... company.
- 2 This IT project is expensive because the ... keeps changing the plans.
- 3 Grace doesn't like to be ... so she always arrives five minutes before the meeting starts.
- 4 The project ... because we had an excellent team.
- 5 Patricia never studies; she ... her engineering exams last week.
- 6 The price of materials is high, so we need ... money in the budget.

Задание 8. Подчеркните предлог, который не может использоваться с данным словом:

- | | | | | |
|---------|----------|------|--------|-----------------|
| 1 under | behind | over | on | budget |
| 2 on | ahead of | in | behind | schedule |

Задание 9. Замените следующие слова и фразы, используя один из предлогов + существительное из задания 8:

- 1 on time _____
- 2 late _____
- 3 early _____
- 4 at the money available _____
- 5 more than the money available _____
- 6 less than the money available _____

Задание 10. Заполните пропуски предлогами *in, on, at* там, где необходимо:

- 1 They started the meeting ____ 10am.
- 2 Francis went to Geneva ____ July.
- 3 I'm flying to Bucharest ____ this afternoon.
- 4 Did you go to the gym ____ last night?
- 5 He can see you ____ Thursday afternoon.
- 6 Give me the report ____ the morning.
- 7 I went to the cinema ____ the weekend.
- 8 Is Gerard free ____ Tuesday, 16th May?
- 9 They finished the building ____ the summer.
- 10 Mark started his job ____ Monday 2nd January 2006.

Задание 11. Заполните пропуски, используя данные ниже слова:

First, then, finally, after that, next

- 1 _____, we decided who to have as project leader.
- 2 _____ we agreed a budget.
- 3 _____ we talked to customers about what they want.
- 4 _____ we had a meeting with the design team.
- 5 _____, we built a test product and showed it to the CEO.

WORKING ABROAD

Теоретическая часть

Данный лексический материал предназначен для знакомства и овладения специальными терминами, активному использованию предлагаемых слов и словосочетаний, подготовки к чтению, переводу и обсуждению текстов официально-делового стиля.

abroad	за рубежом
average	средний
climate	климат
culture	культура
emigrate	эмигрировать
emigration	эмиграция
healthcare	здравоохранение
location	расположение
locate	располагаться
quality of life	качество жизни
temperature	температура

Задание 1. Прочитайте и переведите текст:

Over there

Why British people are moving to other countries

More and more Britons are living in other countries. A recent report said that almost 200,000 Britons left the country last year with no plans to return. A British person emigrates every three minutes, and 5.5m British people now live abroad.

Many younger people leave - a lot of students go abroad to study. Older people are usually retired and want a warmer climate to live in. Two thirds of the people that emigrate are workers. Some are managers and others do manual or administrative jobs. Australia is the favourite country for English people to emigrate to. Spain and the USA are also popular.

Why do people leave? Many want to find a better job. A quarter of people say that they want to leave Britain because the cost of living is high. Homeowners with expensive houses can buy a bigger place abroad; young people want to move because houses in other countries are cheaper than in Britain. Research suggests that the quality of life in Britain is worse than in some other countries. But most people leave for positive reasons: many think that living in another country is more interesting - they leave because they want to have a happier life.

It is becoming more difficult for British people to emigrate to countries outside the European Union. Most countries want professional or skilled workers, for example, builders,

engineers and doctors. But other skills are also popular in some countries - Australia, for example, needs hairdressers.

Задание 2. Выберите правильный вариант а-с, чтобы закончить предложение:

The writer thinks most British people move to other countries because they

a don't like Britain

b speak a lot of languages

c want a new life.

Задание 3. Впишите номер абзаца 1-4, содержащего следующую информацию:

a where the British go paragraph ____

b the reasons why people want to leave Britain paragraph ____

c how many people leave paragraph ____

d popular skills and jobs in other countries paragraph ____

Задание 4. Из выделенных курсивом слов выберите подходящее по смыслу:

Working abroad

The *more* / *most* important thing to do before working in another country is to think about these things:

■ Do you want a *better* / *best* job or a *more* / *most* interesting life?

■ It is *easier* / *easiest* to live in another country when you speak the language. Start lessons before you leave.

■ What is the *most expensive* / *cheapest* way to arrange the move? What is the *nicer* / *nicest* area to live in?

■ Could the move make your quality of life *worse* / *worst* than it is now? The *more* / *most* beautiful location in the world is no fun when you are working 60 hours a week.

Задание 5. Заполните пропуски данными ниже словами:

Professional, retired, managerial, skilled, administrative, voluntary, manual

1 Someone who is over 65 and no longer works is ____.

2 ____ workers do a lot of paperwork, usually in an office.

3 Lawyers and doctors are ____ people.

4 A person in charge of other employees has a ____ position.

5 ____ workers do physical jobs, for example, on farms or in factories.

6 People who do ____ work don't receive any pay.

7 A ____ worker has special training or knowledge to do a job.

Задание 6. Поставьте данные ниже прилагательные в сравнительную степень и найдите антонимичные пары:

Big, warm, cheap, popular, low, easy, interesting

1 cooler ____

2 more boring ____

3 more difficult ____

4 smaller ____

5 higher ____

6 more expensive ____

7 more unpopular ____

Задание 7. Заполните пропуски, используя прилагательные из задания 6:

1 In terms of size, Ireland is ____ Spain.

2 Ireland had a ____ pay increase ____ Australia in 2007

3 Canada is ____ in summer ____ the USA.

4 Spain is ____ with British people ____ the USA.

5 Spain is ____ in summer ____ Canada.

6 In terms of size, the USA is ____ Australia.

7 Canada had a ____ pay increase ____ Spain in 2007.

8 The temperature in summer in Ireland is ____ in Spain.

Задание 8. Заполните пропуски, используя сравнительную или превосходную степень прилагательных:

- 1 London is _____ (warm) in summer than in spring.
- 2 The Majestic is the _____ (expensive) hotel in town.
- 3 What is the _____ (good) way to get to the airport?
- 4 Is the quality of life here _____ (bad) than in other countries?
- 5 It's _____ (important) to drive safely than to arrive on time.
- 6 He's the _____ (popular) manager in the department.
- 7 The staff are _____ (happy) in their new office than they were in the old building.
- 8 Cairo was the _____ (interesting) city that we visited.

CAREER

Теоретическая часть

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apply	подавать заявку
application form	бланк заявки
career	карьера
conditions	условия
curriculum vitae (CV)	резюме
employment agency	кадровое агентство
per (per annum)	ежегодно
pension	пенсия
promotion	повышение в должности
promote	повышать в должности
retired	пенсионер
retire	выходить на пенсию
salary	зарплата

Задание 1. Прочитайте и переведите текст:

The world of work

Work has changed around the world

Manpower has been a successful employment agency for about 60 years. It has supplied temporary employees to companies since 1948. That's when the first office opened in Milwaukee, in the USA. Two lawyers started the company when they were unable to find temporary help with a project. Today, it is a global company with offices all around the world.

Employment agencies supply companies with different types of workers. These include professional and administrative workers in offices, and manual workers in factories and on building sites. Temporary workers (also called 'temps') now make up between one and three per cent of the total workforce in most countries. Multinational companies have employed temps for a long time. Now smaller companies also use temporary workers.

Have careers changed very much since the 1990s? A decade ago, people expected to work for the same company until they retired. Today, nobody expects a job for life any more. People move from job to job, working in different companies or in different departments. Training is important because it improves workers' skills. This can help employees to find better jobs or get a promotion.

In some jobs there aren't enough skilled workers. Some companies want retired people with skills to return to work. Japan, Australia and Italy have started to employ older workers. Companies need organisations like Manpower to arrange training for older employees, for example to use computers or to work with a younger boss.

Задание 2. Ответьте на вопросы по тексту "The world of work":

- 1 When did Manpower start?
- 2 What do employment agencies do?

- 3 What is another word for 'temporary workers'?
- 4 What did people expect in their career ten years ago?
- 5 What can help a worker who wants to improve their career opportunities?
- 6 What have Japan, Australia and Italy started to do?

Задание 3. Ответьте на следующие вопросы:

- 1 Have you ever worked for an employment agency?
- 2 What temporary jobs have you done?
- 3 Is it a good idea for retired people to return to work? Why? / Why not?

Задание 4. Соотнесите термины 1-8 с описаниями a-h:

- | | |
|--------------------|--|
| 1 full-time worker | a has a job for a long period of time |
| 2 temporary worker | b workers choose when they work |
| 3 permanent worker | c works a few days / hours a week |
| 4 part-time worker | d a better job in the same company |
| 5 freelance worker | e has a job for a short period of time |
| 6 pension | f works for self not for a company |
| promotion | g usually works 35-40 hours a week |
| flexible hours | h money when you stop work |

Задание 5. Определите последовательность шагов при поиске работы 1-6.

- ___ a Phone or email the company and ask for an application form.
- ___ b Go for a job interview.
- ___ c Read a job advertisement on a website or in a newspaper.
- ___ d Start work.
- ___ e Apply for the job - send the application form and a CV to the company.
- ___ f Receive and accept a job offer.

Задание 6. Используя информацию из объявления (1) и резюме (2), заполните пропуски в следующем отрывке из письма:

I saw your job advertisement in _____ magazine and I am interested in the position of _____ manager at _____.

I went to Warwick University and did a degree in _____. Then I studied for an _____ in 2005 at INSEAD.

I have worked as a _____ for a transport company and I now work in a customer services department where I manage an _____. I can speak German, French and _____. I have lived in Europe and I am happy to travel in my job.

3. Advertisement

Have you worked in customer services?

Ardis is the biggest transport company in Europe and we are looking for a manager for our international customer services team. We have offices in Barcelona, London and Berlin. This is an exciting opportunity for someone who wants to travel and has experience managing teams.

€76,000 pa + pension

4. Curriculum Vitae

Rosa Clifford Curriculum Vitae

1 _____

Rosa Clifford
44 South Road
Stamford, LC23 4FT

a _____

2 _____

2005

2001-2004

INSEAD Business School, France

b _____

3 _____

MBA

2005

BSc 2:1 International Management 2004

4 _____
Customer Services Wade International Services 2007-present
I manage an international team in the customer services department.
Project manager DSV Transport, Spain 2005-2007
с _____

5 _____
Tennis and swimming
d _____

6 _____
е _____
Languages: German, French, Spanish

Задание 7. Перечитайте объявление о приеме на работу (задание 6) и ответьте на вопросы:

4. What sort of company is Ardis?
5. What is the job?
6. What is the salary?

Задание 8. Заполните пропуски 1-6 CV (задание 6), используя следующие слова и словосочетания:

Qualifications Interests Education Contact details
Additional information Work experience

Задание 9. Заполните пропуски а-е CV (задание 6), используя следующими фразами:

Good computer skills
Photography
I organised projects to improve customer services.
Warwick University, UK
Telephone number: 01264 44293821

Задание 10. Заполните пропуски, используя глаголы в скобках в Present Perfect:

- 1 Sanjay _____ (live) in many different countries.
- 2 I _____ (never speak) to a famous person.
- 3 _____ you ever _____ (give) a presentation in English?
- 4 We _____ (not eat) at the new Italian restaurant. Is it good?
- 5 _____ Monica ever _____ (work) in a finance department?
- 6 They _____ (never try) to learn a foreign language.

Задание 11. Подчеркните правильный вариант:

- 1 I *went* / *have been* to Rome in 2005.
- 2 *Did you ever play* / *Have you ever played* tennis?
- 3 Jack *hasn't visited* / *didn't visit* the Delhi office last month.
- 4 *Have you sent* / *Did you send* your CV to Ardis yesterday?
- 5 We've never *been* / *gone* to Mumbai.

Задание 12. Заполните пропуски, используя *ever*, *never*, *for* или *since*.

- 1 Laura has _____ eaten salmon because she doesn't like fish.
- 2 Maurice and Joel have worked here _____ 1998.
- 3 Have you _____ sent a text message?
- 4 We have _____ visited Morocco. Is it nice?
- 5 Kenway have been the market leader _____ twenty years.
- 6 You haven't spoken to your clients _____ March.
- 7 Has Julian _____ met the CEO?
- 8 They've been in the meeting _____ two hours.
- 9 Have Alan's investments _____ made a profit?

10 The sales team have been in a presentation _____three o'clock.

Задание 13. Подчеркните правильный вариант:

MDH Properties is *sell / selling* an unusual place to live. It is a house in a tree. The CEO, Karl Howard says, 'It's our *most / more* interesting property.' House prices are *more / most* expensive today than they *move been / were* in 2005. More and more people *are / is* buying property as an investment. The tree house is a *good / best* idea for people who want a small holiday home. It is *cheaper / cheapest* than MDH's other properties. Karl Howard says, 'We have *ever / never* sold a tree house. But a lot of people want to see it - and it *has / is* only been on the market *for / since* last Tuesday.

Задание 14. Заполните пропуски в тексте, используя следующие слова:

management market trade
competitor export investment
domestic training

Franklin Wade sell electrical equipment to different countries around the world. They have been an _____company since 2002. They _____with Japan, the USA and Brazil, and they don't sell any goods in the _____market. Franklin Wade's main _____is Drengard, a Danish company. Franklin Wade hope to be the _____leader soon. They are _____their staff to use a new computer system. The_____think that it is a good_____for the company.

Задание 15. Заполните пропуски, используя одно из слов а-с:

- 1 Federico finished work when he was 65, so he's _____now.
a professional b retired c manual
- 2 My company has_____hours, so I can choose when I start and finish work.
a voluntary b permanent c flexible
- 3 Kate and Alex have_____jobs. They work three days a week.
a part-time b full-time c pension
- 4 You have worked hard on this project and we want to give you a_____.
a freelance b temporary c promotion

- 10 I trained to use the equipment - it's a _____job.
a administrative b skilled c managerial

- 6 We did a lot of market_____before we designed the new product.
a share b research c leader

Задание 16. Составьте предложения:

- 1 things / how / are / Hi, ?
- 2 met / We / a / at / conference / Bucharest / in
- 3 you / working / moment / Are / the / at / Romania / in ?
- 4 the / Dubai / at / No, / office / I'm
- 5 good / again / to / you / see / It / was

Задание 17. Заполните пропуски в диалоге данными ниже словами:

- opinion sure do*
thing think because
- A _____you think that it's a good idea to move office?
B Yes, in my _____, the office we are in now is too small.
A _____the new office is too big. There are only six people in the design department.
B I like it_____it has big windows.
A I'm not_____. Big windows make it hot in summer.
B Yes, but they're a good _____because designers need lots of light.

Задание 18. Соотнесите вопросы 1-6 с ответами а-f:

- 1 What do you do in your free time?
- 2 Can you tell me about your present job?
- 3 Why do you want this job?

- 4 Do you enjoy working with people?
 - 5 How long have you been in the sales department?
 - 6 Have you ever worked in finance?
- a Two years.
 - b Yes, I like working in a team.
 - c At the moment, I'm working on a project to export products to Asia.
 - d Yes, after university I worked for a finance company for six months.
 - e Because I think finance is very interesting.
 - f I play tennis and football.

FUTURE POSSIBILITIES

Теоретическая часть

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bar chart	столбчатая диаграмма
bionic	бионик
decrease	снижаться
full-surround	объемный
graph	диаграмма
increase	увеличиваться
nuclear	ядерный
pie chart	секторная диаграмма
prediction	предсказание
predict	предсказывать
trend	тенденция

Задание 1. Прочитайте и переведите текст:

The phone of the future

Experts talk about big changes for the telephone

It is easy to imagine what mobile phones will look like in a year or two -they'll probably be smaller. But what will they look like ten or fifteen years from now? Perhaps they'll be so small that we won't be able to see them. Maybe we'll have phones in jewellery such as rings, and fashion items like sunglasses.

People in Japan can already use mobile phones to buy things in shops. In some countries it is also possible to use a phone as a train ticket and office pass. So, what new functions will phones have in the future? One thing that is certain is that phones will do more of the things that PCs do today. Some people also think that we'll use phones as house keys, passports, computer games, maps and video recorders. The phone will be our 'remote control for life'. In a decade's time, many phones will have enough memory to video all of a person's life.

Companies are developing phones built into glasses. This will be useful when looking for directions -a map will appear inside the glass of the lens. Maybe we'll be able to use our phone to label people at a party or conference. We'll never forget a name again.

Some experts think that in the future we'll use our voice instead of our fingers to put data into a phone. Stuart Wolf, a professor at the University of Virginia, predicts that in 20 years' time people will use their thoughts to communicate with each other. We won't need phones at all!

Задание 2. Ответьте на вопросы по тексту "The phone of the future":

- 3 What does the writer think phones will look like in two years' time?
- 4 Which of the following are possible at the moment?
 - a phone in jewellery b paying for shopping using a phone c phone as a ticket for travelling d phone as house keys
- 3 What will a typical phone's memory allow it to do?

- 5 How will people input data into a phone?

Задание 3. Раскройте скобки, используя Future Simple:

- f They probably (be) smaller.

Задание 4. Заполните пропуски, используя *will / won't, perhaps / maybe*.

- 8 our profits rise one day, but not this year. (not sure)

Задание 5. Заполните пропуски, используя *to+infinitive* там, где необходимо:

- 6 Carla and Wei plan to arrive at 9:30.

(запланированное действие в будущем):

- 8 The finance director / not come / to the meeting / tomorrow.

Задание 7. Подчеркните правильный вариант:

What *will / are* offices be like in the future? Some people think that in ten years' time company offices *aren't / won't be* necessary because we *won't / will* all work from home. A different idea is that we *could / are* make our offices more like home. CEO Alexis Parks wants - */ to* make her company's offices more comfortable. She also thinks that she should *to / -* create an environment that makes her workers feel happy. Next year, her company *is building / builds* new offices with a gym and swimming pool. Alexis asked staff for suggestions. They said that the new offices could *to / -* have sofas, TVs and places to sleep. She thinks that her company *should / shouldn't* do more to help the staff to enjoy themselves in their free time, so the new offices will also include a cinema and a karaoke bar. Alexis thinks that in the future her employees *don't / won't* want to go home!

Задание 8. Подчеркните лишнее слово:

- 5 merchandise pen key ring internet

Заполните пропуски, используя данные выше слова:

- 1 You can _____ from Stansted airport in the UK to Charles de Gaulle airport in Paris.
- 2 I have a _____ of coffee with my breakfast.
- 3 I usually _____ to work.
- 4 This CD is _____ - it's a sales promotion.
- 5 I think we should order more _____ for the exhibition next month.

Задание 9. Подчеркните правильный вариант:

- 1 When will you *make / do* a decision?
- 2 It's a good product, but we should *make / do* more research.
- 3 It's good to *make / do* business with you.
- 4 Did our investment *make / do* a profit last year?
- 5 Would anyone like to *make / do* a suggestion?
- 6 I could *make / do* the accounts this afternoon.

Задание 10. Заполните пропуски, используя одно из слов а-с:

- 1 I'm _____ that Azzopardi will be the next president.
a possible b certain c likely
- 2 Do you think that the population will _____ in the next ten years?
a plus b minus c increase
- 3 It cost \$40 in February 2007 and \$40 in February 2008, so prices remained _____ for a year.
a steady b per cent c equals
- 4 Unemployment was 15% last year and it's 5% this year. That's a 10% _____ in unemployment.
a increase b remain steady c decrease
- 5 We didn't sell many products. So it's _____ that we will make a profit this year.
a likely b unlikely c certain

APPLYING FOR A JOB

Теоретическая часть

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Задание 1. Изучите образец резюме.

Ivan Ivanov

Personal information

Address: 201 Lenina Street, apt. 25, Moscow, 215315, Russia
Telephone: home: +7-XXX-XXX-XXXX
mobile: +7-XXX-XXX-XXXX
Email: your.name@gmail.com
Date of birth: 25th July 1985
Nationality: Russian
Marital status: single



Objective

I am seeking a position with a company where I can use my ability to analyze data sets and prepare financial forecasts.

Education

Lomonosov Moscow State University, department of Economics, Master's degree in Marketing (2001–2006).

Qualifications

Marketing Specialist courses in Moscow Marketing College, started in 2014 up to present

Work experience

Company Name 1, 2012–present

Moscow, Russia

Financial analyst

- Preparing business plans
- Planning investment activities and budget
- Analyzing data sets collected through all the departments
- Preparing financial forecasts
- Preparing reports for the board of management

Company Name 2, 2007–2011

Krasnodar, Russia

Assistant manager

- Providing main office with office supplies
- Analyzing large data sets collected through all the departments
- Preparing financial forecasts
- Preparing reports for the board of management

Personal qualities

- Articulate
- Broad-minded
- Dependable
- Determined
- Initiative
- Versatile

Special skills

- Native Russian
- Fluent English
- Working knowledge of German (Basic knowledge)
- Driving License (Category B)
- Computer literacy (Microsoft Office, Outlook Express, 1C: Enterprise)
- Hobbies: foreign languages, chess

References

Petr Petrov, BBB Solutions, +7-495 –XXX-XXXX, name@gmail.com

Задание 2. Переведите слова и выражения:

Accurate

Approachable

Articulate

Astute

Attentive

Autonomous

Broad-minded

Calm Capable

Cheerful

Committed

Communicative
Confident
Conscientious
Cooperative
Courteous
Creative
Dependable=Reliable
Decisive
Determined
Diligent
Eager to learn
Eloquent
Ability to work efficiently both individually and in a team
Ability to work under pressure
Business communication skills
Communicative skills/Social skills
Conflict management skills
Creative thinking skills
Critical thinking skills
Decision making skills
Effective listening skills
Excellent verbal and written communication skills
Good sense of humour
Multitasking
Organizational skills
Positive attitude
Problem-solving skills
Quick learning skills
Resourcefulness
Risk taking
Sales Ability
Strategic thinking
Strong analytical thinking
Time management skills
Willingness to learn

Задание 3. Используя образец из предыдущего задания, напишите свое резюме на английском языке.

Задание 4. Ответьте на вопросы.

13. Что такое резюме (resume), и чем оно отличается от CV?
14. Для чего нужно резюме?
15. Какова структура резюме? Какие разделы в него входят?
16. Что указывать в разделе **Objective**?
17. Какую личную информацию необходимо указать в резюме, а какую не стоит?
18. Обязательно ли указывать свой возраст в резюме?
19. Нужно ли добавлять фото в резюме?
20. Какие основные правила выбора фото в резюме?
21. Если у вас нет официального опыта работы, что писать в разделе **Work experience**?
22. Нужно ли включать рекомендации?
23. Нужно ли вставлять в резюме ссылки на свой профиль в социальных сетях?
24. Какие существуют технические требования к оформлению резюме?

Задание 5. Дайте ответы на следующие вопросы.

1. How are you today? Did you have any trouble finding us?
2. How would you describe yourself as a person?

3. What is the type of position are you looking for?
4. Are you interested in a full-time or part-time position?
5. Could you tell me about your responsibilities at your last job?
6. What is your greatest strength?
7. What is your greatest weakness?
8. Why do you want to work for us?
9. Why Should We Hire You?
10. How Can You Contribute to the Company?
11. What motivates you most at work?
12. Where do you see yourself in 5 years?
13. Do you prefer to work independently or on a team?

GETTING ACQUAINTED WITH THE STAFF

Теоретическая часть: Данные задания предназначены для развития навыка ведения делового общения и переписки.

Задание 1. Прочитайте и переведите текст.

LINE AND STAFF POSITIONS

In business, organization structure means the relationship between positions and people who hold the positions. Organization structure is very important because it provides an efficient work system as well as system of communication.

Historically, the line structure is the oldest type of organization structure. The main idea of it is direct vertical relationships between the positions and tasks of each level, and the positions and tasks above and below each level. For example, a sales manager may be in a line position between a vice-president of marketing and a salesman. Thus a vice-president of marketing has direct authority over a sales manager. A sales manager in his turn has direct authority over a salesman. This chain of command simplifies the problem of giving and taking orders.

When a business grows in size and becomes more complex, there is a need for specialists. In such a case administrators may organize staff departments and add staff specialists to do specific work. These people are usually busy with services, they are not tied in with the company product. The activities of the staff departments include accounting, personnel, credit and advertising. Generally, they do not give orders to other departments.

Задание 2. Выучите слова и выражения.

relationship	взаимоотношение
to hold a position	занимать должность
organization structure	организационная структура
level	уровень
sales manager	управляющий по торговле и маркетингу
salesman	продавец, торговец
to have direct authority over smb.	иметь прямую власть над кем-либо
staff	штат
to give orders	отдавать приказы
to take orders	принимать приказы

a line department	линейный отдел (имеющий непосредственное отношение к конечному продукту)
staff department	штабной отдел (не имеющий отношения к производству, но обслуживающий)
to be tied in with the company product	иметь отношение к конечному продукту
complex	сложный

Задание 3. Дайте ответы на вопросы.

7. What does the organization structure mean?
8. What does the organization structure provide?
9. What is historically the oldest type of organization structure?
10. In what position is a sales manager in attitude a vice president of marketing and a salesman?
11. What is the difference between line and staff departments?
12. Why is an advertising department or a credit department considered staff structure rather than line structure?

Задание 4. Вставьте слова в пропуски.

Choose the necessary word and put it in the sentence.

2. Organization structure shows ... between each position and positions above and below.	2. relationship
3. A sales manager has direct ... over a salesman.	3. hold a position
4. As a rule a ... usually does not give orders to other departments.	4. authority
5. When the business gets more ... there is a need for staff departments.	5. complex
6. My friend ... of sales manager.	6. task
7. The ... of staff departments is to do different services.	7. line department
8. My friend works in a ... he is responsible for the company product.	8. staff department

Задание 5. Разыграйте диалог.

Peggy Forman is talking with Jeff Downing, another administrative assistant in her company.

Jeff	How are you today, Peggy?
------	---------------------------

Peggy	Oh, fine, thanks.
Jeff	Glad to hear that. By the way, are you familiar with the organizational chart for the company?
Peggy	No, I am not. What is it like actually?
Jeff	Well, the chart shows how the employees are divided into groups. It gives one an overview of the chain of command in the company.
Peggy	I see. The positions can be line and staff ones.
Jeff	Yes, the subject is not new for you. What else do you know about it?
Peggy	As far as I know, a worker in a line position receives orders from his immediate superior.
Jeff	Exactly, that's the line chain of command.
Peggy	A worker in a staff position reports directly to a line worker but he neither gives nor receives orders from line workers. Am I right?
Jeff	Yes, you are. But someone may have line authority over people in his department and not be considered a line administrator.
Peggy	How can it be?
Jeff	That's possible when a whole department is a staff department. For example, in our company the head of the credit department or the personnel department can hardly ever be president of the company.
Peggy	And what do the people in staff departments do, how is their work different?
Jeff	Well, they are usually busy with services and they could do the same service for any company. So they are not in the line.
Peggy	It seems to be rather complicated.
Jeff	It only seems so. I think the chart should help.
Peggy	Oh, sure. But, Jeff, would you explain to me what span of control is?
Jeff	Oh, span of control refers to the number of people whom one manages directly.
Peggy	Can you give me an example?
Jeff	Well, the President of our company directly manages the Vice President of Production, the Vice President of Marketing and the Comptroller. Thus, his span of control includes three people.
Peggy	Yes, now I see. Thank you for your help.
Jeff	Not at all. Why don't we go to the coffee stall and have snack together?

Задание 6. Дайте короткие утвердительные или отрицательные ответы.

Model: Have you examined the organizational structure of the company yet?

– Yes, I have already examined it.

– No, I haven't examined it yet.

8. Have you reported to the comptroller yet?
9. Have you settled this problem with the manager yet?
10. Have you learnt line and staff positions of the company yet?
11. Have you got acquainted with your immediate superior yet?
12. Have you heard about his span of control yet?
13. Have you met your immediate subordinates yet?
14. Have you passed your report to the credit department yet?

Задание 7. Измените предложения по образцу.

Model: A staff employee doesn't give orders.

A staff employee doesn't receive orders.

A staff employee neither gives, nor receives orders.

8. He isn't a comptroller. He isn't a sales manager.
9. The head of the credit department doesn't advise the President. The head of the credit department doesn't report to comptroller.
10. He doesn't want to hold a position of vice-president of marketing. He doesn't want to hold a position of general manager.
11. A credit department doesn't have direct authority over a line department. A personnel department doesn't have direct authority over a line department.
12. I don't want to talk with the boss. I don't want to talk with the comptroller.
13. She doesn't like to give orders. She doesn't like to receive orders.
14. Jacky doesn't want to attend annual meeting of shareholders. Susan doesn't want to attend annual meeting of shareholders too.

Задание 8. Дайте ответы на вопросы.

7. What is your relationship with your immediate superior?
8. What position in your company do you want to hold?
9. Do you want to be a sales manager or a vice president of marketing? Give your reasons.
10. Over what positions do you have direct authority in your company?
11. What do you like more: to give orders or to receive orders?
12. Do you want to work in a staff department or in a line department? Give your reasons.

Задание 9. Переведите предложения на английский язык.

13. Мои взаимоотношения с начальником очень хорошие.
14. Мой друг занимает должность главного финансиста.
15. Я не знаком с организационной структурой нашего предприятия.
16. Он больше любит отдавать приказы, чем получать их.
17. Я предпочитаю работать в линейном отделе.
18. Штабные отделы не связаны с конечным продуктом.
19. Структура нашего предприятия сложна.
20. Я больше подхожу к штабной должности, чем к линейной.
21. Мой непосредственный начальник очень пунктуален.
22. В сферу моего подчинения входят три руководителя групп.
23. Главный финансист имеет очень большую ответственность.
24. Я уволю моего непосредственного подчинённого. Он ленив.

BUSINESS CORRESPONDENCE

Теоретическая часть: Данные задания предназначены для развития навыка ведения деловой переписки.

Задание 1. Прочитайте и переведите текст .

Business correspondence

Correspondence is an essential part of business. In spite of telephone, telex, telegraphic, facsimile and e-mail communication, the writing of letters continues; in fact most telephoned and telegraphed communications have to be confirmed in writing.

Every letter no matter what kind it is, should be laconic, precise, to the point and positive.

Letters are written on various occasions and on various subject matters. Many business letters are connected with establishing business relations, doing business and various miscellaneous questions.

Задание 2. Прочитайте и переведите текст делового письма.

Dear Sirs,

An enquiry has come in from a company owning several high-class hotels in our country. They are opening a new hotel and have asked us to submit quotations for furniture and equipment in accordance with the attached list.

The furniture and equipment must be of the most up-to-date design, and it would have to be delivered in time for the opening of the hotel in October. Will you please let us know, therefore, whether you have the goods in stock and if not, how long it will take to complete an order for the quantities required. We shall also be glad to have an estimate of the number of cases required and the cost of packing.

We have sent you a telex today, text as copy enclosed. Your reply by telephone or fax would be appreciated.

Yours faithfully, ...

Задание 3. Составьте деловое письмо по образцу.

Задание 4. Выпишите из текста (см. задание 1) основные принципы ведения деловой переписки и деловой документации. Дополните этот список своими рекомендациями.

Задание 5. Заполните пропуски в диалоге, руководствуясь правилами делового общения:

Receptionist: Good morning, sir.

Mr. Brown: _____

Receptionist: Please, take a seat for a moment, sir. I'll ring through to his office and tell him you are here.

Mr. Brown: _____

Receptionist: Mr. Brown. Mr. James' secretary is just coming down to meet you. She'll take you up to his office.

Mr. James' secretary: Mr. Brown?

Mr. Brown: _____

Mr. James: I'm happy to see you. We haven't met for ages. How are you?

Mr. Brown: _____

Mr. James: Thank you. I hope you had a very good trip.

Mr. Brown: _____

Mr. James: Oh, it is nasty. We hate it. But it can't be helped.

Mr. Brown: _____

Задание 4. Напишите эссе по темам «Особенности ведения деловой переписки, деловой документации в сфере нефти и газа», «Проблемы делового общения».

WORKING CONDITIONS

Теоретическая часть

Данный лексический материал предназначен для знакомства и овладения специальными терминами, активному использованию предлагаемых слов и словосочетаний, подготовки к чтению, переводу и обсуждению текстов нефтегазовой направленности.

Задание 1. Прочитайте и переведите текст.

Oil and gas careers

You'll find some of the world's largest and most recognisable multinational companies in the oil and gas industry, such as BP, ExxonMobil and Shell, along with many smaller organisations.

In fact, according to the trade association Oil & Gas UK, the industry supports more than 300,000 jobs in the UK including those throughout the supply chain. Whether you want to work offshore on an oil rig or in a nine to five office job, there is plenty of choice.

From engineers and geologists to office-based roles in accounting and human resources (HR), employers require graduates with varying interests and from many different academic backgrounds.

You could, for example, be a chef supporting the workforce on an oil rig, a chemist undertaking research and development, an environmental adviser ensuring that standards are met, or a subsea engineer designing and installing underwater equipment.

For more information on some of the diverse roles that can be found in the oil and gas industry, see the following job profiles:

- [Drilling engineer](#)
- [Energy engineer](#)
- [Engineering geologist](#)
- [Geochemist](#)
- [Geoscientist](#)
- [Hydrographic surveyor](#)
- [Mining engineer](#)
- [Mudlogger](#)
- [Petroleum engineer](#)
- [Wellsite geologist](#)

You can also search for current vacancies on specialist recruitment websites including:

- [Energy Jobline](#)
- [Oil and Gas Job Search](#)
- [Rigzone](#)

In addition, MyOilandGasCareer.com provides a directory of [oil and gas company careers websites](#), meaning you can easily search for opportunities on individual employers' sites.

Skills and qualifications for oil and gas jobs

Once you've decided on a role, to enter the industry you may want to apply for a structured graduate scheme offered by one of the larger employers.

For example, [Shell's graduate programme](#) allows you to choose technical, commercial business or corporate functions pathways. Similarly, [graduate roles at BP](#) are split between business, engineering, science, and supply and trading.

You'll need to have, or be expecting, a good degree from a recognised university to gain entry to a scheme. Depending on which specialism you choose, there may be specific requirements in terms of your degree subject - particularly for engineering and science programmes.

Some graduate schemes, such as Shell's technical pathways, demand a postgraduate qualification. [Search for postgraduate courses in oil and gas](#).

Alternatively, if it's an apprenticeship you're looking for rather than university, consider the [Oil and Gas Technical Apprentice Programme \(OGTAP\)](#), during which you'll split your time between college and a sponsoring company while earning a salary.

To be eligible you'll need four GCSEs at Grade 6 or above in maths, English, double science (or one from physics, chemistry or an appropriate technology subject) and one other subject. You need to be at least 16 years old by May of the year you're applying for. Learn more about [apprenticeships](#).

The global nature of the industry means that language skills are highly valued by employers, especially for business-oriented jobs.

For offshore roles you'll need to go on an industry-standard health and safety course such as [Minimum Industry Safety Training \(MIST\)](#).

Задание 2. Прочитайте и переведите текст.

Introduction: Looking for a long-term career in an expanding and exciting sector? The oil and gas business is the place to be right now and for the future. Whether you are an engineer, welder, field or office worker; the energy industry offers tremendous opportunities across the job spectrum.

This is an exciting time for those wanting to move into oil and gas. The industry is at a crossroads. Seasoned workers are gearing up to retire but new and challenging exploration projects are coming online in order to meet the ever growing global energy demand, which is predicted to increase by 43% by 2035 according to the International Energy Agency.

These two opposing forces are creating unprecedented gaps in talent and experience, causing the industry to enjoy a recruitment boom.

Don't be daunted Regardless of your current job, your academic background or previous work history, there are many types of jobs available in oil and gas. In fact, 44% of respondents in our recent report *'Attracting and retaining women in oil and gas engineering – a survey examining the gender talent gap'*, stated that they had worked in different industries such as building and construction and even law and retail, before moving into oil and gas. No matter what your background, this industry will welcome people with the necessary skills and a willingness to learn.

Discover your interest Working in the oil and gas industry does not just involve being out on offshore rigs. As the lifecycle of an oil and gas project moves from the conceptual design stage through to decommissioning, different skillsets are required. Talk to a career advisor if you are still in school to find out more, and take time to research roles online. You will be surprised at the wide range of jobs that are available – there is sure to be something to interest you.

Gain experience From a week's work experience to an internship or apprenticeship, get a feel of what the industry is like. Most major oil and gas operators such as Shell, Chevron, BP, ExxonMobil and Total run schemes designed to give people a taster of what it is like working in the sector. Be warned however these are highly competitive, so make sure to do your research. In the UK, oil and gas skills organisation OPITO recently launched a new structured work placement programme, giving school pupils in Aberdeen access to some of the largest oil and gas industry operators and service companies. Keep an eye out for similar initiatives in your region.

Study, study, study The importance of studying the STEM subjects and obtaining an engineering undergraduate degree cannot be overstated. But, if you did not study the STEM subjects then do not panic, schemes like the Prince's Trust 'Get Into' Oil and Gas can give you the advice you need to help you transition into the industry.

Get a mentor Chances are that you know someone in oil and gas – talk to them about their job. Mentoring is important in all careers and an oil and gas mentor will help you navigate the industry. Groups such as the STEMettes and UK young scientists fair 'The Big Bang' can help show you the rewarding opportunities available in engineering, whilst in the US, groups such as the STEM Education Coalition work to raise awareness and also provide a wealth of information.

Do your research Find out which disciplines are in highest demand, the best companies to work for and the regions that are experiencing particular oil and gas growth. A number of new discoveries are being made in more testing environments currently, which require more advanced technology and skills, a good example being the specialist subsurface discipline. Whilst Houston, Perth and Abu Dhabi remain hotspots for exploration and production activity, new opportunities are emerging in countries such as Mexico and Mozambique.

Know the pros With a wealth of opportunities for global travel and no end of complex technical challenges to solve, working in oil and gas engineering will give you a chance to see the world as well as stimulating your mind. If it's variety that you are looking for, then the oil and gas industry also delivers. Not only are there a wide range of disciplines to choose from, you will also have the flexibility of working on either temporary or permanent assignments across the globe. The earning potential and benefits attached can also be substantial. For instance, did you know that skilled contractors working on major projects in the US can often earn over \$250,000 per year.

And the cons A good salary, the opportunity for travel and an exhilarating and challenging work life – sounds perfect! But it is important that you also recognise the potential challenges associated with a career in oil and gas such as being away from friends and family, long hours, tight deadlines and the need for work flexibility to accommodate project demands. In order to get a foot in the door and gain the experience required to progress your career in oil and gas, you need to be willing to work your way up the ladder. In return for your hard work you could be rewarded with an exciting long-term career with one of the world's top oil and gas operators and all of the benefits that this entails.

Sell yourself Brush up your CV. Ideally tailor it to a specific application, ensuring that you keep it concise and focused on the key points. Make sure you include your contact details, all relevant skills and experience, as well as your employment and education history in reverse chronological order. Once your CV is finished, start networking. Make sure you are on popular professional networks such as LinkedIn, pay attention to your profile, make connections, follow relevant industry news as well as influencers and thought leaders to help develop your market knowledge, and attend industry events to grow your circle of contacts.

Talk to an expert Oil and gas manpower specialists like NES Global Talent have vast experience placing people across the oil and gas industry. People are at the heart of our business and our discipline specific consultants have the industry knowledge and expertise to talk to you about the opportunities that are available to you and match you to the perfect role. We also provide a range of support solutions covering everything from payroll and fiscal compliance to insurance and emergency response services, minimising any concerns you may have about working in the industry or in a new location.

NES Global Talent provides a complete range of global talent solutions to the oil and gas, power, infrastructure, chemical, life sciences and rail sectors worldwide.

Source: [NES Global Talent](#), July 29, 2014

Задание 3. Дайте аргументированный ответ на вопрос:

Why do you want to work in oil and gas industry?

What working conditions are acceptable for you?

MARKETING

Теоретическая часть

Данный лексический материал предназначен для знакомства и овладения специальными терминами, активному использованию предлагаемых слов и словосочетаний, подготовки к чтению, переводу и обсуждению текстов нефтегазовой направленности.

production	производство
exploration	разведка месторождения, <u>разведка с попутной добычей</u>
supply	обеспечивать, снабжать
supplier	поставщик
supply and demand	спрос и предложение
joint venture	совместное предприятие
be engaged in	<u>заниматься</u> , участвовать, включать
obtain	получать, добывать
refine	очищать
refinery	нефтеперерабатывающий завод
consume	потреблять
consumer	потребитель
customer	клиент, потребитель
extraction	добыча, извлечение, разработка

profitable	рентабельный, эффективный
upstream	в нефтяном и газовом бизнесе об операциях по разработке месторождений и добыче сырья
downstream	транспортировка, переработка нефти и газа и производство конечных продуктов
on-stream	в процессе эксплуатации, действующий
onshore	наземный
offshore	морской, удаленный от берега
drill	бурить
well	скважина
rig	буровая установка
oil field	нефтяное месторождение
employ	нанимать
fossil fuel	ископаемое топливо
retail site	АЗС

Задание 1. Прочитайте и переведите текст:

The oil and gas industry

The oil and gas industry is one of the largest in the world. It is made up of a small number of conglomerates and a very large number of smaller independent companies. Generally speaking, the industry is divided into two areas. Upstream operations involve exploration and production, often known as E&P, while downstream operations involve transportation, refining and sales of products to consumers.

Relationships between companies can be very complex, with large companies owning multi subsidiaries around the world. In some cases, they compete for market share, in others they can be suppliers and customers of one another. They make joint ventures with other large companies for specific projects and there are frequent mergers and acquisitions.

Oil and gas production takes place onshore and offshore. Oil and gas companies are engaged in a constant search to discover new reserves and to obtain extraction rights for proved reserves. Construction of drilling wells and rigs is an enormous risk and companies need to calculate supply and demand in order to be certain that an operation will be profitable before it comes on-stream.

Задание 2. Проверьте и укажите, какая информация является достоверной в соответствии с последними данными Internet:

1. The world produces and consumes 75 million barrels of oil a day.
2. The USA consumes 25% of the world's supply of oil.
3. China is the second largest consumer.
4. Sixty-eight per cent of the world's oil reserves are in the Middle East.
5. The price of a barrel of oil quadrupled from US \$3 to \$12 in the 1973 oil crisis.
6. The Thunder Horse platform in the Gulf of Mexico was hit by two hurricanes in 2005.
7. The biggest oil field in the world is in Venezuela.

Задание 3. Заполните пропуски предложениями:

1. Demand _____ oil will continue to increase until 2015.
2. The market _____ liquefied natural gas is growing steadily.
3. Consumption _____ fossil fuels has declined slightly in recent years.
4. The supply _____ North Sea oil can be maintained until around **2024**.
5. Transportation _____ oil presents many security risks.
6. Reserves _____ natural gas are being found almost daily.
7. Drilling _____ oil and gas is a major part of our upstream operations.
8. The extraction _____ oil at the Burgan field began in **1946**.
9. Exploration _____ oil and gas has been going on for over a hundred years.

10. Production _____ gas from deep-water reserves is our main area of expertise.

Задание 4. Образуйте однокоренные слова по образцу:

Verb	Noun (abstract)	Noun (person)
operate	operation	operator
extract		
	competition	
		consumer
produce		
explore		
	supply	
transport		

Задание 5. Заполните пропуски словами из ниже представленной таблицы:

London is where BP's corporate headquarters are (1) _____ and the UK is therefore a centre for many of its mainstream business functions. The UK is also home to three of BP's major global research and technology (2) _____.

Our (3) _____ and production business in Europe covers the North Sea – both the UK and Norway – and also The Netherlands. In Russia, we have an important joint venture through our 50% (4) _____ of TNK-BP, a major oil company with the majority of its assets in Russia. We are involved in a number of E&P projects in Azerbaijan, and are leading the Baku-Tbilisi-Ceyhan (BTC) pipeline project.

Refining and marketing activities are spread throughout Europe, with BP owning or having a stake in nine (5) _____ across the region. BP retail sites are a common sight in several European countries. In Germany, we (6) _____ under the ARAL brand. We also sell lubricants and other oil products in Europe to both (7) _____ and business customers.

locate	located	locating	location	locations
group	grouped	grouping	group	groups
explore	explored	exploring	explorer	exploration
own	owned	owning	owner	ownership
refine	refined	refining	refinery	refineries
market	marketed	marketing	market	
consume	consumed	consuming	consumer	consumers

Задание 6. Перескажите текст из задания 1, используя новые слова и словосочетания.

Задание 7. Прочитайте текст и ответьте на вопросы.

Digital, the New Language of Oil & Gas Marketing Are we on the first page of Google search? Have we made it on top? If not, are we getting there? For most of us, marketing professionals, we ask these questions very often. Few of us really know the answer. The tendency of every marketing professional out there is to hire a digital agency who doesn't know the industry dynamics of the energy sector. So, before you do the same, perhaps you can look into hiring a marketing professional who can guide the marketing department (let's say, hire me?). As soon as you hire a marketing professional, then the Oil & Gas marketing team will learn and understand the dynamics of content, engagement and digital infrastructure. Once that is achieved, you can then start the agency-hiring process. During the selection process, ensure that they know the difference between downstream, upstream and midstream, offshore and onshore, refining, process, and petrochemicals. The agency should talk and understand the language of oil & gas. They should eat riggings for breakfast and drink crude at night. Print is dead. That's what the case studies are saying in any business school. Whether Kellogg, Stanford, Harvard or Oxford, they are unanimous in

saying that Print is dying and that digital is the way forward. That is the inevitable truth. Marketing professionals who are working in energy, oil & gas or petrochemical companies should now embrace this, or they will be left out, along with the fax machines and cassette tapes.

(From: [//gineersnow.com/industries/oil-gas/digital-marketing-oil-gas-industry-works](http://gineersnow.com/industries/oil-gas/digital-marketing-oil-gas-industry-works)).

Do you speak the language of oil & gas industry? When procurement specialist or engineers search the Internet for a solution, do you know which keywords they are using? If you have a marketing communications budget of \$10, will you spend it on an exhibition, digital ads, social media or magazine? What are the next steps? How can you optimize your marketing communication efforts within the oil & gas industry?

CONTRACTS

Теоретическая часть

Данный лексический материал предназначен для знакомства и овладения специальными терминами, активному использованию предлагаемых слов и словосочетаний, подготовки к чтению, переводу и обсуждению текстов профессиональной направленности.

get down to business - переходить к делу

come to conclusion - делать вывод

be up to world standards - соответствовать мировым стандартам

be in great demand - пользоваться большим спросом

world market - мировой рынок

commercial side of the deal - коммерческая сторона сделки

clarify - уточнять

attractive price - привлекательная цена

reduce - уменьшать

consignment - партия товара

discount - скидка

purchase - покупка

suit - подходить

get in touch with - связываться

join into force - вступить в действие

payment for collection - платеж в форме инкассо

be appropriate - подходить

sign a contract - подписывать контракт

make bargain - совершать сделку

agree to - соглашаться

signature - подпись

put signature - ставить подпись

champagne - шампанское

celebrate - отмечать

propose a toast - говорить тост

business partner - деловой партнер

wish all the best - желать самого хорошего

cooperate successfully - успешно сотрудничать

Cheers! - за ваше здоровье!

drink to - пить за что-либо

bend over backwards - очень стараться

meet our interests - учесть наши интересы

do business - вести дела

fruitful negotiations - плодотворные переговоры

give a talk - проводить беседу

Задание 1. Ответьте на вопросы.

1. Why do businessmen need contracts?
2. What are the main points of the contract form?
3. Who can check a contract form?
4. When does any contract join into force?
5. Is it always important to have a contract in business?
6. Why do we need to sign the contract?
7. Do we need contracts only in business?
8. In what spheres of our life do we need contracts?
9. Have you ever signed the contract? Give an example.

Задание 3. Заполните пропуски в следующих предложениях, используя новые слова.

1. - I would like to discuss the _____ of our deal.
- Our price is not _____ to you?
2. - I can't _____ the contract, I must _____ with my company first.
- Let's meet next week then and _____.
3. - Our specialist _____ that your goods _____ to _____.
- Yes, they are in _____ on the _____.

Задание 4. Прочитайте, переведите диалог и ответьте на вопросы:

1. What is the purpose of the meeting?
2. What terms of the contract do they discuss?
3. Is the price attractive?
4. What have they decided about the terms of delivery?
5. Why can't Mr. Edwards sign the contract today?

Discussing contract form

A: Good afternoon, Mr. Edwards. It's so nice to see you again. Come in, please sit down.

B: Good afternoon, Mr. Forester. I'm also very pleased to see you. How are you doing?

A: Not bad, thank you. And how are you?

B: Very good, thank you.

A: I'm glad to hear that. Have you studied our contract form, Mr. Edwards?

B: Yes, I have studied it. And before we get down to business, I should say, that your goods are undoubtedly of high quality. Our technical specialists drew the conclusion that they are up to world standards.

A: Yes, that is why they are in great demand on the world market.

B: I would like to discuss the commercial side of our deal and the first thing to clarify is the prices.

A: You don't find them attractive, do you?

B: Yes, actually, we are going to buy a rather big consignment. So could you find it possible to reduce the price?

A: Well, I don't think we will agree to reduce the price, you know we are heavy with orders. But I think we could give a discount of 7 % on your purchase. Does it suit you?

B: Oh, that would be great, I think. But I must get in touch with my company. The next point to discuss is the terms of delivery.

A: Would you like to receive your purchase in parts?

B: Yes, if it is possible we would like to receive the first part after signing the contract, the second one at the end of the next month.

B: Oh, payment for collection suits us.

A: What about the other terms of the contract, do they suit you?

B: Yes, all the rest is OK.

A: Well, if your company agrees to these terms let's meet tomorrow at 11.30 and sign the contract.

B: I'll hope we'll make this bargain. See you tomorrow Mr. Forester.

A: See you tomorrow Mr. Edwards.

Задание 5. Прочитайте диалог еще раз. Согласитесь или нет со следующими высказываниями.

Образец: 1. *The University invites only Bachelors to give lectures.* - *It is false. The University invites foreign lecturers, bachelor and master-degree students from foreign universities to give lectures.*

2. *The University students have a chance to have on-the-job training broad.* - *It is true.*

1. Mr. Forester says the goods are in great demand on the world market.

2. Mr. Edwards is going to buy a big consignment.

3. Mr. Forester agreed to reduce the price for goods.

4. The businessmen discussed the terms of shipment.

5. Payment for collection isn't suitable for "Stones & Sons".

6. Mr. Edwards can't sign the contract because he has to get in touch with his company.

Задание 6. Прочитайте диалог еще раз и расскажите:

What have you learnt from the dialogue about business meeting? Who took part in the conversation? What have they discussed? What are the results of the meeting?

Задание 7. Напишите, какие основные пункты контрактов обсуждают бизнесмены.

Задание 8. Составьте аналогичный диалог.

Практическое занятие 14.

SCIENCE IN THE OIL AND GAS INDUSTRY

Теоретическая часть

Данный лексический материал предназначен для знакомства и овладения специальными терминами, активному использованию предлагаемых слов и словосочетаний, подготовки к чтению, переводу и обсуждению текстов нефтегазовой направленности.

assay	проба, анализ, взятие проб
crudeoil	сырая, неочищенная нефть
assessment	оценка, оценивание
mercury	ртуть
database	база данных
refinery	нефтеперерабатывающий завод
cargo	груз
purchase	закупка; поднятие груза
arangeof	разнообразие, количество
liquefied	разжиженный, расплавленный
subject	подвергать
measurement	измерение, система мер, параметр
feedstock	сырье, заготовки
pourpoint	температура текучести
transparent	бесцветный, прозрачный

Task 1. Read the following extract from the website of an assaying company called Intertek (www.intertek-cb.com). What services does the company provide?

Задание 1. Прочитайте информацию с сайта компании Intertek. Какие услуги предоставляет компания?

Assaying services

Full petroleum assay testing services are provided by Intertek through a global network of experienced crude oil laboratories. The Intertek crude oil labs perform detailed hydrocarbon analyses, staffed by expert petroleum chemists with state-of-the-art instrumentation. Intertek is the world's premier independent petroleum laboratory network, with the expertise and capabilities required for full crude oil assay assessments and detailed hydrocarbons analysis. Assay assessment includes:

- Full petroleum assay testing and analysis
- Full assay reporting
- Full crude oil characterization
- Detailed hydrocarbon analysis
- Methanol in crude monitoring
- Mercury in crude analysis
- Enter, smooth and graphically display laboratory crude assay data
- Store published crude assay in a secure database
- Compare graphically current crude assay to reference assay.

«Superb support from Intertek allowed crude oil samples to be analyzed and approved in 24 hours while the cargo was still at sea, enabling the crude oil to be optimally utilized by our refineries and enabled the purchase of a second cargo only four days later».

Task 2. Read the extract from Statoil's website (www.statoil.com). In chemical terms, what do you think is the meaning of the words 'premium', 'light' and 'sweet'? (NB: 'API' is a measurement of crude oil quality from the American Petroleum Institute):

Задание 2. Прочитайте информацию с сайта Statoil. Какое значение, по вашему мнению, имеют слова 'premium', 'light' и 'sweet' в терминах химии? (NB: 'API' – это единица измерения качества нефти, используемая в американском институте нефти):

Crude Oil Assays

Statoil is the world's third largest exporter of crude oil and the leading producer of North Sea crude. We can offer a variety of crudes from a range of more than twenty. Most of the crudes marketed by Statoil are premium, light, sweet grades.

– **Azeri Light** is a light, low sulphur crude oil.

Region: Asia

Quality: API between 30-40

– **Dalia** is a medium density, low sulphur crude oil.

Region: Africa

Quality: API between 20-30

– **Ekofisk Blend** is a light, low sulphur North Sea crude oil.

Region: Europe

Quality: API between 30-40

– **Grane** is a heavy, high TAN North Sea crude oil

Region: Europe

Quality: API below 20

– **Hungo Blend** is a medium density, medium sulphur crude oil.

Region: Africa

Quality: API between 20-30

– **Lufeng** is a medium density, low sulphur, waxy crude oil.

Region: Asia

Quality: API between 30-40

Task 3. Complete the passage below using the words in the box:

Задание 3. Заполните пропуски в тексте, используя слова, данные в рамочке?

content, dependent, determined, form, liquefied, proportions, subjected, types, whereas, yield
--

Crude oil and natural gas consist of hydrogen and carbon in different (1) _____. For example, crude oil contains between 84 and 87% carbon, (2) _____ natural gas contains between 65 and 80% carbon.

In crude oil, there are four (3) _____ if hydrocarbon molecule:

- the paraffin or alkane molecule
- the naphthene or cycloparaffin molecule
- the aromatic or benzene molecule
- the asphaltic molecule.

The physical properties of crude oil are (4) _____ by the relative percentage of these different hydrocarbon molecules. In turn, the quality and therefore the value of the product are also (5) _____ on what can be refined from the crude oil.

Broadly speaking, the greater the (6) _____ of asphaltic molecules there is, the more the crude oil can be refined into high-grade gasoline or asphalt. On the other hand, the greater the content of paraffin molecules, the waxier the crude, and therefore the greater the (7) _____ of lubricating oil and kerosene.

In refining, oil is (8) _____ to heat in a distilling column and products are extracted in liquid (9) _____ as they cool, with different products being extracted at different temperatures. The most demanded product in refining is gasoline, followed by heating fuel, jet fuel and then a number of less-produced products, including (10) _____ gases and various petro-chemical feedstock, such as methane, ethylene and propylene.

Task 4. Read the text and answer the questions that follow:

Задание 4. Прочитайте текст и ответьте на вопросы:

When purchasing crude oil, refiners are interested in the following information:

Origin. The oilfield of origin indicates the quality of the crude. Oil companies often sell a blend of crudes from different fields.

API. This stands for American Petroleum Institute and is a measure of the density of the oil. The higher the number, the lighter the oil. Light oils, often transparent in colour and very fluid, have an API of between 35 and 45. Heavy oils, which are very viscous and dark-coloured have an API of below 25.

Sulphur content. Sulphur is an undesirable element in crude oil and needs to be removed during the refining process.

Crude oil is called sweet or sour, depending on its sulphur content. Sweet crudes have less than 1 % sulphur content by weight, sour crudes somewhere over 1 %.

Pour point. This indicates the amount of wax in a crude oil and is the lowest point at which the oil will still pour before it solidifies. A waxy crude oil is found in liquid form below the surface before it is extracted, but can solidify as it is brought out of the ground and this can lead to clogging in the tubing of the well.

Crude oils are often measured against a benchmark, such as Brent from the North Sea, which has an API of 33 and a sulphur content of 0.3%.

1. Are there any blended crudes on the list?
2. Which is the heaviest oil on the list?
3. Which oils would be transparent in colour?
4. Which is the sourest crude on the list?
5. Which crude might clog as it is extracted from the ground?
6. Which crudes are closest to the Brent crude benchmark?

Task 5. Look through the operations which are involved in different kinds of testing or analysis. Give them Russian equivalents. Do you know any other scientific operations not mentioned here?

Задание 5. Просмотрите, какие операции выполняются в процессе взятия проб и анализов нефти. Дайте русские эквиваленты. Вы знаете, какие еще научные исследования могут проводиться в процессе взятия проб нефти?

Analyzing Gauging Monitoring Researching	Assaying Interpreting Plotting Sampling	Benchmarking Logging Recording Surveying	Disseminating Measuring Reporting
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Базовый уровень

Темы 1 - 14

1. What is one modern definition of business?
2. What does distribution involve?
3. What differ goods from services?
4. What are the constituents of business?
5. What is profit?
6. What is a small business?
7. What services do you know?
8. Is business an easy or a difficult kind of human activity?
9. What types of business do you know?
10. For what purpose do people do business?
11. What business do you think is good?
12. Has doing business become very popular everywhere nowadays?
13. Is doing business a new and perspective tendency in modern life?
14. What is one modern definition of business?
15. What does distribution involve?
16. What differ goods from services?
17. What are the constituents of business?
18. What is profit?
19. What is a small business?
20. What services do you know?
21. Is business an easy or a difficult kind of human activity?
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24. What business do you think is good?
25. Has doing business become very popular everywhere nowadays?
26. Is doing business a new and perspective tendency in modern life?
27. Is doing business a new and perspective tendency in modern life?
28. What is one modern definition of business?
29. What does distribution involve?
30. What differ goods from services?
31. What are the constituents of business?
32. What is profit?
33. What is a small business?
34. What services do you know?

Повышенный уровень

1. Have you ever done business? If so, what business did you run?

2. Do you prefer to work as a sole trader, a partnership or a limited company? Why?
3. If you were to choose business, which type would you prefer?
4. If you were to choose business, would you take up production of goods or provision of services?
5. Which type of business do you consider more profitable?
6. Which type of business do you consider to be organizationally easy?
7. Why do you think business has become very popular nowadays? (economic reasons, new tendencies in political and social development, etc.)
8. What type of a person may succeed in building a business?
9. What are the aims and motives for establishing small firms?
10. What are the economic contributions of small business?
11. What must you do to control your business properly?
12. What may be the causes of failure in business?
13. What are the three criteria for successful business?
14. Have you ever done business? If so, what business did you run?
15. Do you prefer to work as a sole trader, a partnership or a limited company? Why?
16. If you were to choose business, which type would you prefer?
17. If you were to choose business, would you take up production of goods or provision of services?
18. Which type of business do you consider more profitable?
19. Which type of business do you consider to be organizationally easy?
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28. Do you prefer to work as a sole trader, a partnership or a limited company? Why?
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30. If you were to choose business, would you take up production of goods or provision of services?
31. Which type of business do you consider more profitable?
32. Which type of business do you consider to be organizationally easy?
33. Why do you think business has become very popular nowadays? (economic reasons, new tendencies in political and social development, etc.)
34. What type of a person may succeed in building a business?

Критерии оценки

Оценка «отлично» выставляется магистранту, если есть адекватная естественная реакция на реплики собеседника. Проявляется речевая инициатива для решения поставленных коммуникативных задач. Речь звучит в естественном темпе, учащийся не делает грубых фонетических ошибок. Лексика адекватна ситуации, редкие грамматические ошибки не мешают коммуникации.

Оценка «хорошо» выставляется магистранту, если коммуникация не затруднена, в речи учащегося допускаются небольшие паузы. Студент допускает небольшое количество лексических, грамматических, стилистических ошибок, однако ошибки, как правило, не приводят к сбоям в процессе общения.

Оценка «удовлетворительно» выставляется магистранту, если коммуникативная задача решена, но студент демонстрирует посредственное владение большинством умений

иноязычной речи, допускает значительное количество ошибок, которые периодически мешают успешной коммуникации.

Оценка «неудовлетворительно» выставляется магистранту, если коммуникативная задача не решена ввиду большого количества лексико-грамматических ошибок, если студент не справился с решением речевой задачи. Затруднялся ответить на побуждающие к говорению реплики партнера. Коммуникация не состоялась.

4.5. Методические рекомендации по выполнению индивидуальных (групповых) проектов (презентаций)

Исследовательская проектная работа – это групповая работа, для выполнения которой необходим выбор и приложение научной методики к поставленной задаче, получение собственного теоретического или экспериментального материала, на основании которого необходимо провести анализ и сделать выводы об исследуемом явлении. Выполнение проекта – это всегда коллективная, творческая практическая работа, предназначенная для получения определенного продукта или научно-технического результата. Такая работа подразумевает четкое, однозначное формирование поставленной задачи, определение сроков выполнения намеченного, определение требований к разрабатываемому объекту.

Выполнение 1 группового проекта является обязательным условием выполнения самостоятельной работы по любой дисциплине профессионального цикла. Тема проектного задания может быть выбрана студентом из предложенных в рабочей программе или фонде оценочных средств дисциплины, либо определена самостоятельно, исходя из интересов студента (в рамках изучаемой дисциплины). Выбранную тему необходимо согласовать с преподавателем.

Требования по выполнению и оформлению проекта

При выполнении проекта приветствуется работа в группе (2-3 человека). Проект – это исследовательская работа, в ходе которой студенты должны продемонстрировать владение навыками научного исследования, умения проводить анализ, обобщать информацию, делать выводы, предлагать свои решения проблемы, рассматриваемой в проекте.

При подготовке материалов проекта студенты должны продемонстрировать владение современными методами компьютерной обработки данных.

Критерии оценки:

Оценка «отлично» выставляется студенту, если речь грамотная и выразительная. Правильно используются лексико-грамматические конструкции, если допускаются ошибки, то тут же исправляются самостоятельно. Объем высказывания соответствует требованиям. Тема полностью раскрыта.

Оценка «хорошо» выставляется студенту, если в речи встречаются грамматические ошибки. Объем высказывания соответствует требованиям. Тема полностью раскрыта.

Оценка «удовлетворительно» выставляется студенту, если в речи встречаются грубые грамматические ошибки. Объем высказывания составляет не менее 50%. Тема не полностью раскрыта.

Оценка «неудовлетворительно» выставляется студенту, если объем высказывания составляет менее 50%, в ответе допущено более 15 грамматических / лексических / фонетических ошибок. Тема не раскрыта.

Темы индивидуальных и групповых проектов

Тема 1

Базовый уровень

1. Make-up of a business letter.
2. Make-up of a Simple commercial letter.
3. Make-up Enquiries, Offers.

Повышенный уровень

1. Make-up Orders, Claims.
2. Make-up Contracts.
3. Present different styles of the Business cards.

Тема 8

Базовый уровень

Business communication skills include improving: presentation skills, meeting skills, socializing skills, telephoning skills, skills of writing documents. Telephoning deals with exchanging information, clarifying and explaining. Telephoning skills require taking/leaving messages, making appointments, exchanging information, finishing the calls.

Повышенный уровень

Content of the presentation, structure of the presentation, delivery that refers to the techniques used by the speaker (voice, body language, eye contact, visual aids), and language that refers to the traditional categories of language forms (grammar, vocabulary, pronunciation).

Критерии оценки:

- **оценка «отлично»** выставляется за самостоятельно выполненный проект по теме и умение излагать материал последовательно и грамотно, делать необходимые обобщения и выводы; за отличную способность применять имеющиеся знания и умения для решения практических задач. Высокий уровень креативности, самостоятельности. Соответствие выбранных методов поставленным задачам.

- **оценка «хорошо»** ставится, если: проект удовлетворяет в основном требованиям на оценку «отлично», но при этом имеет один из недостатков: в изложении: допущены небольшие пробелы, не исказившие содержание проекта; допущены один–два недочета при освещении основного содержания темы, исправленные по замечанию преподавателя; допущены ошибка или более двух недочетов при освещении второстепенных вопросов, которые легко исправляются по замечанию преподавателя. В проекте может быть недостаточно полно развернута аргументация;

- **оценка «удовлетворительно»** ставится, если: неполно или непоследовательно раскрыто содержание материала, но показано общее понимание вопроса и продемонстрированы умения, достаточные для дальнейшего усвоения материала; имелись затруднения или допущены ошибки в определении понятий, использовании терминологии, исправленные после замечаний преподавателя; магистрант не может применить теорию в новой ситуации;

- **оценка «неудовлетворительно»** ставится, если: не раскрыто основное содержание учебного материала; обнаружено незнание или непонимание большей или наиболее важной части учебного материала; допущены ошибки в определении понятий, при использовании терминологии, которые не исправлены после нескольких замечаний преподавателя; нарушена логика в изложении материала, нет необходимых обобщений и выводов; недостаточно сформированы навыки письменной речи.

4.6. Методические рекомендации по подготовке к зачету

Текущая аттестация студентов проводится преподавателем, ведущим практические занятия по дисциплине. К практическому занятию студент должен выполнить задания по теме занятия, подготовить ответы на вопросы для собеседования. Максимальное количество баллов студент получает, если он активно участвует в работе, владеет материалом, умеет логично и четко излагать мысли на английском языке, показывает самостоятельность речепорождения на иностранном языке.

Основанием для снижения оценки являются:

- невыполнение заданий для самостоятельной работы или выполнение не в полном объеме;
- слабое знание основной терминологии;
- пассивность участия в дискуссиях;
- отсутствие умения высказаться по теме;
- несвоевременность предоставления выполненных работ.

Форма промежуточной аттестации – Зачёт

Зачет является накопительной формой и выставляется по результатам аттестаций.

Перед зачетом студенту необходимо полностью выполнить практические задания. При наличии задолженностей по текущей аттестации зачет с оценкой по данной дисциплине не выставляется.

4. Контроль самостоятельной работы студентов

Контроль самостоятельной работы проводится преподавателем в аудитории.

Предусмотрены следующие виды контроля: собеседование, оценка презентации.

Подробные критерии оценивания компетенций приведены в Фонде оценочных средств для проведения текущей и промежуточной аттестации.

5. Список литературы для выполнения СРС

Основная литература:

1. Английский язык для инженеров : учебник / Т. Ю. Полякова [и др.]. - Изд. 7-е, испр. - М. : Высшая школа, 2019. - 463 с. - Гриф: Рек. МО для технич. спец. - ISBN 978-5-06-006192-5, экземпляров неограничено

Дополнительная литература:

1. Агабекян, И. П. Деловой английский : [учеб.пособие] / И.П. Агабекян. - 9-е изд., стер. - Ростов н/Д : Феникс, 2013. - 317 с. - (Высшее образование). - Библиогр.: с. 315. - ISBN 978-5-222-20706-2

Интернет-ресурсы:

1. <http://biblioclub.ru> – Университетская библиотека онлайн
2. <http://www.rsl.ru> – Российская государственная библиотека